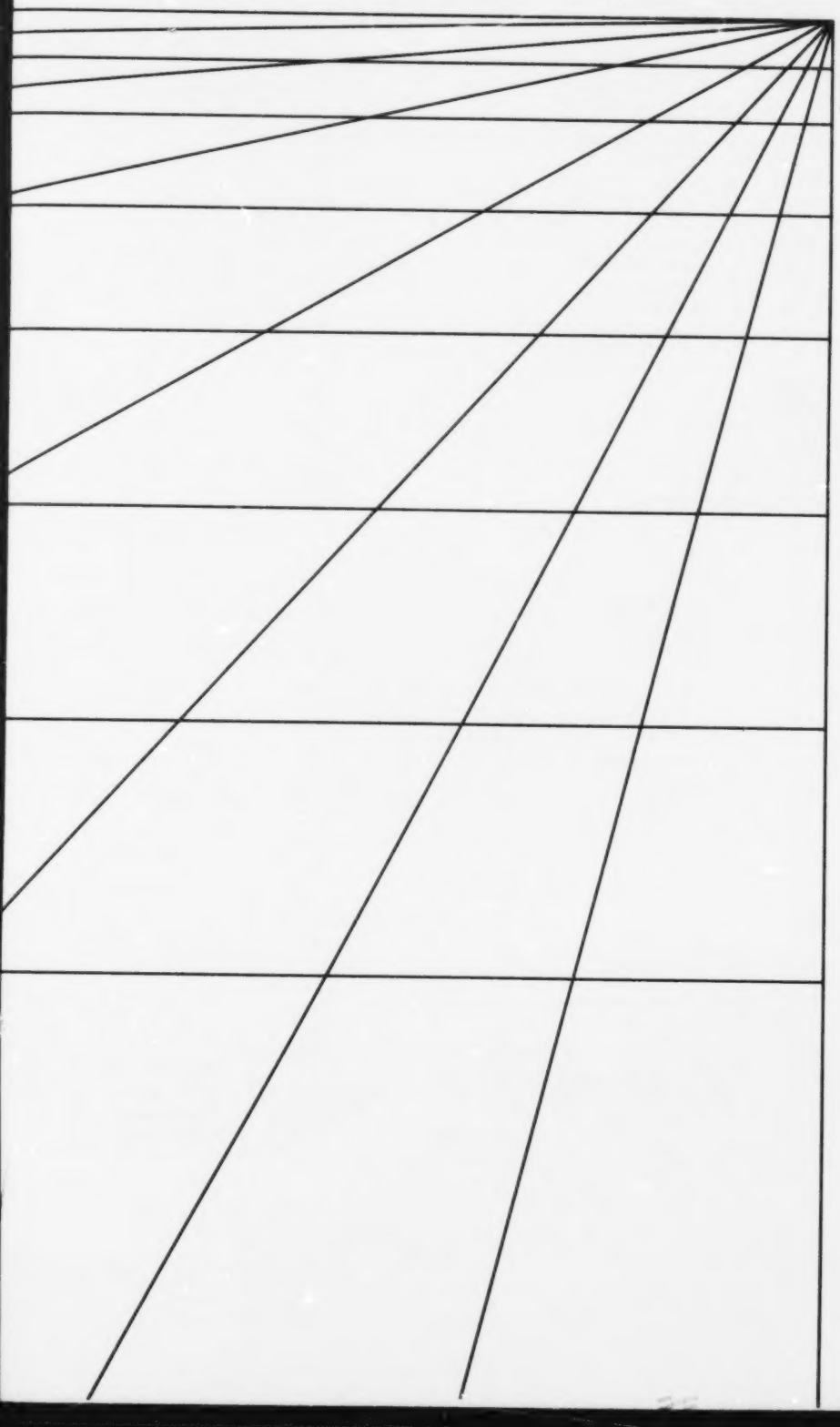
Ontario
Ministry of
Labour

Annual Report

1981 1982

Fiscal year ending
March 31, 1982



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Letter of Transmittal

To His Honour
The Lieutenant-Governor in Council

May it please Your Honour:

I have the privilege of presenting the 63rd Annual Report of the Ministry of Labour for the fiscal year ending March 31, 1982.

I respectfully submit the report as attached.

The Honourable Russell H. Ramsay
Minister

The Honourable Russell H. Ramsay
Minister of Labour

Dear Mr. Ramsay:

I am pleased to submit the Ministry of Labour's Annual Report for the year ending March 31, 1982.

The Ministry's varied activities – all designed to address problems in the workplace – have gained increased relevance in a period of continuing economic uncertainty. I refer in particular to accelerated efforts in the area of employment counselling and adjustment assistance; to the renewed mandate of the Quality of Working Life Centre, and its encouragement of new, participative approaches to job design and workplace practices and procedures; to the excellent work of the Women's Bureau and the Women Crown Employees Office in promoting improved conditions and opportunities for working women in the public and private sectors; and to the determined efforts of the Occupational Health and Safety Division in fulfilling its onerous responsibilities under the Occupational Health and Safety Act. In these and all other program areas, staff of the ministry have performed their duties with enthusiastic dedication.

By the time you receive this report, the new Human Rights Code, passed during the 1981/82 fiscal year, will have been proclaimed. I know that the commission and its staff are both eager and well-equipped to meet the challenge of administering this important new Act.

Respectfully submitted,

T.E. Armstrong, QC
Deputy Minister

Ontario Ministry of Labour

Organization

March 31, 1982

- Minister
  - Deputy Minister
    - Workmen's Compensation Board
    - Ontario Labour Relations Board *
    - Ontario Human Rights Commission *
    - Advisory Council on Occupational Health & Occupational Safety *
    - Ontario Manpower Commission *
    - Finance & Administration Division
      - Finance Branch
      - Personnel Branch
      - Systems & A.D.P. Branch
      - Administrative Operations Branch
      - Internal Audit
      - Information Services Branch
    - Assistant Deputy Minister Occupational Health & Safety Division
      - Occupational Health Branch
      - Construction Health & Safety Branch
      - Industrial Health & Safety Branch
      - Mining Health & Safety Branch
      - Special Studies & Services Branch
      - Standards & Programs Branch
    - Assistant Deputy Minister Industrial Relations Division
      - Conciliation & Mediation Service
      - Office of Arbitration
    - Assistant Deputy Minister Program Analysis and Implementation
      - Research Branch
      - Employment Standards Branch
      - Handicapped Employment Program
      - French Language Co-ordinator
      - Ministry Secretariat
    - Quality of Working Life Centre
      - Women's Bureau
      - Women Crown Employees Office
      - Affirmative Action Program Manager
      - Legal Services Branch
      - Plant Closure Review and Employment Adjustment

*Boards' and Commissions' staff are public servants whose duties, responsibilities and reporting relationships are governed by the Public Service Act

Industrial Relations Division

L.V. Pathe
Assistant Deputy Minister

The role of the Industrial Relations Division is to promote harmonious relations between employers and employees. The division's overall objective is a stable labour-relations climate in the province.

This objective is pursued through three activities: Program Administration, the Ontario Conciliation and Mediation Service and the Office of Arbitration.

The Ontario Conciliation and Mediation Service provides conciliation and mediation assistance to labour and management involved in collective agreement negotiations. In addition, the service provides preventive mediation assistance to labour and management during the term of the collective agreement.

The Office of Arbitration administers the sections of the Labour Relations Act dealing with rights arbitration. The office also administers the Hospital Labour Disputes Arbitration Act and co-ordinates the appeal process under the Employment Standards Act. In addition, the Office of Arbitration is involved in the recruitment and training of arbitrators and assists the minister in maintaining a panel of approved arbitrators.

The objectives of the Industrial Relations Division in pursuit of sound labour-management relations are as follows:

- to encourage effective bargaining as contemplated by the Labour Relations Act;
- to promote peaceful settlements through conciliation and mediation service;
- to provide, where necessary, preventive mediation assistance to labour and management during the term of the collective agreement;
- to facilitate the processes of grievance and interest arbitration in accordance with the intention of the Labour Relations Act and the Hospital Labour Disputes Arbitration Act.

An assistant deputy minister is responsible for directing and co-ordinating the activities of the Industrial Relations Division.

During 1981/82 the office had a complement of three – an assistant deputy minister, an executive assistant and a secretary.

Construction Industry Review Panel

The panel was established by the Minister of Labour to examine labour-management relations in the construction industry and to recommend to the minister and the parties measures which will contribute in the long term to the improvement of these relations, including means of achieving:

- greater stability of employment
- optimum levels of activity
- appropriate sharing of the rewards of production
- uninterrupted service to clients and the public

Ontario Conciliation and Mediation Service

Ray Illing
Director

Harry J. Sparling
Chief, Technical Services

The goals of the Ontario Conciliation and Mediation Service are to foster harmonious labour-management relations and to minimize disruption in the economy arising from strikes and lock-outs.

To achieve these goals, the service, operating under the authority of the Labour Relations Act, carries out major programs in two areas – collective agreement dispute resolution through conciliation/mediation, and preventive mediation.

The service performs conciliation and mediation functions, assisting employers and unions to achieve settlement of their contractual differences. In addition, OCMS has firmly established a program of preventive mediation, which involves anticipating and providing for the needs of management and labour in the development of their relationship to minimize disruptions and to facilitate peaceful negotiations of collective agreements.

Dispute Resolution Process

The process has two steps. First, parties unable to achieve an agreement in direct negotiations must meet with a conciliation officer before they resort to the economic sanction of a strike or lock-out. During this stage, an officer enters the negotiations and employs mediation techniques in an effort to bring the parties to settlement. Should the parties fail to effect total agreement, a report is made to the minister recommending whether or not a board of conciliation be appointed.

Although the use of boards of conciliation after the conciliation officer stage is an alternative under the Act to the establishment of a strike/lock-out deadline, few have been appointed in recent years. Subject to ministerial policy, they remain as important tools to deal with disputes involving public services, pattern-setting industries and contentious first agreements. If it is recommended that a board not be appointed, a 'no board' report is issued establishing a legal strike or lock-out deadline, which occurs 14 days following receipt of the notification to the parties.

During this period, the mediation service maintains contact with both parties keeping them aware of the availability of further mediation assistance.

The second step – mediation – is an informal one in which the services of a mediator are made available to the parties at any point in negotiations following the conciliation officer's report. While the techniques of mediation are similar to those of conciliation, the intensive nature of this assistance, the pressure of a deadline or ongoing work stoppage and the personal persuasive abilities of a senior mediator are additional factors.

Preventive Process

The main preventive mediation areas are the Relationship Improvement Program, the joint training of supervisors and union stewards, and assistance in establishing Joint Action Committees.

The Relationship Improvement Program is designed to do exactly that – improve union-management relations. It is a two or three-day seminar approach and is an adaptation of the concepts of Relationship by Objectives (RBO), which has been used extensively since 1975 and has proved effective in the promotion, development and maintenance of sound relationships between employers and unions.

The focal point of the training program is joint problem solving. Working in close consultation with both parties, OCMS mediators determine their needs and design a training program to include the study of attitudes, communications, leadership, grievance administration, and roles and responsibilities.

The establishment of a joint action labour-management committee is recommended in situations where the relationships would be assisted by a vehicle for regular formal communication. This may be applicable in a particular area or industry or in an individual plant. Resources are made available to assist the parties to establish and structure such a committee.

There are a number of other preventive mediation activities:

- From the time of certification, the progress of first agreement negotiations is followed so that assistance can be offered where it appears that a fledgling relationship is encountering difficulty.
- Negotiations following a 'no-board' report are closely monitored so that parties are aware of the mediation services available to them and can have access to a mediator without delay at this critical period.
- Under the Act, the minister may appoint a disputes advisory committee. Such a committee, composed of representatives of labour and management, assists and advises the parties in particularly difficult disputes. The minister can also establish an industrial inquiry commission to examine a range of subjects relating to the bargaining process in that particular industry.

– By keeping a record of the service's experience in specific disputes, early pre-negotiation contact can be made with parties whose previous negotiations were characterized by poor relationships, contentious issues or complex bargaining co-ordination. Mid-contract involvement of mediators, either informally or as special officers under the Act, has the potential of encouraging the parties to work on improving their relationship, dealing with problems underlying recurring negotiation issues and reducing to manageable proportions the issues to be faced during the pressure of negotiations.

The complement of the service at March 31, 1982 consisted of the director, the chief, Technical Services, 10 mediators, 18 conciliation officers, two research staff and 12 clerical and support staff.

During 1981/82, a total of 2,281 collective agreements disputes was referred to conciliation officers. These assignments represented a decrease of 391, or 14 per cent under the total for last year (Table 1). The officers disposed of 2,467 cases during the year, a seven per cent decrease over last year's dispositions. At year end, 403 cases were still being dealt with by the officers, compared to 587 in 1980/81.

Post-conciliation or mediation assistance was provided in 752 new cases in 1981/82, compared to 793 cases last year (Table 2). The parties reached agreement in 776 of the cases that were disposed of, although 204 of them involved a work stoppage.

Mediators played a preventive role in 59 new cases in 1981/82, compared to 71 in 1980/81 (Table 3).

Table 1

Conciliation Applications Dealt with Under the Ontario Labour Relations Act, Fiscal Year 1981/82

	1981/82		1980/81	
	Disputes	**Employees**	**Disputes**	**Employees**
Assignments received by officers	2,870	324,652	3,231	436,867
Carried from previous year	589	58,464	559	69,152
Assigned to officer during year	2,281	266,188	2,672	367,715
Assignments disposed of by officers	2,467	245,541	2,642	378,403
Settled by officer				
Construction	28	6,097	44	5,942
Non-construction	822	63,720	658	57,098
No Board				
Construction	201	4,557	380	66,799
Non-construction	1,140	147,535	1,334	221,171
Referred to conciliation board				
Construction	0	0	0	0
Non-construction	0	0	0	0
Lapsed or withdrawn				
Construction	32	1,717	32	5,218
Non-construction	244	21,915	194	22,175
Assignments pending at March 31	403	79,111	589	58,464

Table 2

Remedial Mediation Activity, Fiscal Year 1981/82

	1981/82					
	Total		No Work Stoppage Involved		Work Stoppage Involved	
	Disputes	Employees	Disputes	Employees	Disputes	Employees
Assignments received by officers	970	183,407	720	121,171	250	62,236
Carried over from previous years	218	54,685	140	43,491	78	11,194
Assigned to officers during year	752	128,722	580	77,680	172	51,042
Assignments disposed of by officers	819	167,344	595	113,546	224	53,798
Settled during mediation	602	101,647	467	73,326	135	28,321
Settled following mediation assistance	174	43,673	105	19,306	69	24,367
Arbitration	6	20,432	6	20,432	—	—
Lapsed	24	1,154	10	165	14	989
Closed by mediator, no further action by parties	13	438	7	317	6	121
Assignments pending at March 31	151	16,063	125	7,625	26	8,438

Table 3

Preventive Mediation Activity, Fiscal Year 1981/82

	1981/82		1980/81	
	Situations	Employees	Situations	Employees
Assignments received by officers	154	40,032	148	31,849
Carried over from previous years	95	20,421	77	16,765
Assigned to officers during year	59	19,611	71	15,084
Assignments disposed of by officers	32	22,729	53	11,428
Assignments pending at March 31	122	17,303	95	20,421

Office of Arbitration

Jean M. Read
Director

The Office of Arbitration assists the minister in carrying out his statutory responsibilities for constituting boards of arbitration and appointing single arbitrators under the Labour Relations Act and the Hospital Labour Disputes Arbitration Act. The office is responsible for the receipt and processing of requests from employers and trade unions for the appointment of arbitrators and nominees to boards of arbitration. This function involves identifying individuals qualified to act under ministerial appointment, providing administrative services to arbitrators, monitoring the progress of arbitration proceedings and cataloguing arbitration awards for public availability. In association with the minister's advisory committee on arbitration, the office maintains a roster of qualified arbitrators and is actively involved in the training of prospective arbitrators. Through its staff of grievance settlement officers, the Office of Arbitration also provides labour and management with grievance mediation services.

The Office of Arbitration also has responsibility for co-ordinating appeals under the Employment Standards Act.

The office publishes, and distributes to members of the industrial relations community, a monthly bulletin which summarizes current arbitration awards. Present circulation is approximately 5,000.

Labour Relations Act

A primary responsibility of the Office of Arbitration is to administer the expedited grievance arbitration procedure under section 45 of the Act. This statutory procedure may be invoked by either party to a collective agreement as an alternative to the arbitration procedure set out in the agreement. Upon receipt of a request under section 45, the minister is required to appoint a single arbitrator who must commence to hear the dispute within 21 days of the request. The minister may appoint a grievance settlement officer to confer with the parties and attempt to effect a settlement prior to the hearing. Should the dispute proceed to the hearing, the Office of Arbitration endeavours to encourage a timely release of the award.

An advisory committee has been established under section 45 to advise the minister on matters relating to arbitration, particularly with respect to persons qualified to act as arbitrators. The chairman of the committee is the assistant deputy minister, Industrial Relations Division, and its membership comprises three senior management and three senior labour representatives. A major achievement of the advisory committee has been the development of an arbitrator training program which is administered by the Office of Arbitration and conducted under the guidance of accomplished arbitrators.

Under section 44 of the Act, parties who have elected to follow the arbitration procedure in their collective agreement may request the minister to assist them in constituting a board of arbitration. For example, in the event of one party failing to appoint its nominee to the board or the parties' nominees failing to agree on a chairman, the minister, upon request, may make the necessary appointment. Alternatively, at the request of the parties, the Office of Arbitration will supply them with a list of arbitrators to facilitate their selection of a chairman. On a consensual basis, the services of a grievance settlement officer may also be made available to parties proceeding to arbitration under their collective agreement.

Hospital Labour Disputes Arbitration Act

The Hospital Labour Disputes Arbitration Act provides for compulsory arbitration of unresolved collective bargaining disputes between hospitals and trade unions representing hospital employees. Strikes and lock-outs are prohibited. The Office of Arbitration assists in facilitating the system of arbitration under the Act. It recommends to the minister the names of individuals for appointment as nominees or chairmen of boards of arbitration where parties have failed to constitute a board in accordance with the Act. The Office of Arbitration may also arrange the arbitration hearing, notify the parties and their nominees of the date and place of the hearing and monitor the proceedings to ensure that the award is released within a reasonable time after the hearing.

Employment Standards Appeals

The Office of Arbitration has assumed responsibility for co-ordinating appeal procedures under the Employment Standards Act. This includes employer appeals against orders to pay issued by employment standards officers. Referees are appointed on behalf of the director of the Employment Standards Branch, and the Office of Arbitration handles all administrative procedures with regard to time and venue and ensures that all interested parties have been given due notice of the hearing. Referees appointed to hear these appeals are expected to issue their decisions within three weeks from the date of the final hearing.

1981/82 Activities

Continuing with its initiative of the previous year, 1981/82 saw the successful completion of the ministry's second arbitrator training program. Four aspiring arbitrators graduated from the program during the year and are now receiving ministerial appointments.

Under section 45 of the Labour Relations Act, 1,092 single arbitrators were appointed. As a result of the involvement of settlement officers, 719 disputes were resolved prior to hearing for a settlement rate in excess of 60 per cent. Aside from section 45, the minister was involved in the appointment of 203 arbitrators for parties experiencing difficulty establishing a board of arbitration. On 180 occasions, lists of arbitrators were supplied at the request of parties.

Services of a grievance settlement officer were provided to parties proceeding to arbitration under their collective agreement in 371 cases. Of this number, 280 were resolved for a settlement rate in excess of 80 per cent.

Under the Hospital Labour Disputes Arbitration Act, 49 arbitrators were appointed by the minister. Lists of arbitrators were provided upon request in 34 cases.

Under the Employment Standards Act, 262 referees were appointed through the Office of Arbitration.

The caseload of the Office of Arbitration is more particularly described in Table 1 below.

The Office of Arbitration received and catalogued 1,689 awards during fiscal 1981/82. Awards in the amount of 34,721 pages were purchased by the public.

The complement for 1981/82 was 12, consisting of a director, four grievance settlement officers and seven clerical and administrative staff.

Table 1

Activities during 1980/81 and 1981/82

	1980/81					1981/82				
			The Labour Relations Act (rights)					The Labour Relations Act (rights)		
	Emp. Stnds. Appeals	HLDA (interest)	s.44	s.45*	Total 1980/81	Emp. Stnds. Appeals	HLDA (interest)	s.44	s.45*	Total 1981/82
Panels provided	X	26	136	X	**162**	X	34	180	X	**214**
Arbitrators/ referees – ministerially arranged	227	48	183	388	**846**	262	49	203	1,092	**1,606**
Nominees requested	X	8	72	X	**80**	X	8	52	X	**60**
Ministerial nominations	X	2	1	X	**3**	X	O	O	X	**O**
Pre-hearing assignments	X	X	142	391	**533**	X	X	371	1,101	**1,472**
Pre-hearing settlements	X	X	118	263	**381**	15	X	280	719	**1,014**
Total awards filed	177	99	1,302	73	**1,651**	168	70	1,174	277	**1,689**
Total awards purchased (pages)	X				**31,292**	X				**34,721**

Legend: O – no activity * – expedited grievance arbitration X – not application

Occupational Health and Safety Division

Ann E. Robinson, PhD, FCIC
Assistant Deputy Minister

The Occupational Health and Safety Division seeks to improve worker health and safety in Ontario workplaces by:

- administration of the Occupational Health and Safety Act and regulations.
- developing new regulations, guidelines, codes and strategies to prevent occupation-related injuries and illnesses.
- reviewing existing programs.
- advising, educating, or training (as appropriate) all parties with respect to rights, duties and responsibilities under the legislation.

The division is organized into six branches: Construction Health and Safety, Industrial Health and Safety, Mining Health and Safety, Occupational Health, Special Studies and Services, and Standards and Programs.

The complement for 1981/82 was 724.

The division administers the Occupational Health and Safety Act and the regulations for construction projects, mines and mining plants and industrial establishments as well as the lead and mercury regulations.

Awareness of the Act and regulations is an important aspect of compliance. The ministry has published a guide to the Act and has continued its advertising campaign aimed at increasing worker and employer knowledge of the Act.

Consultation with management and labour is another important means to achieve compliance and reduce injuries and illnesses. The parties at the workplace must know their rights, duties and responsibilities, and division staff have continued to work with those concerned to achieve a state of awareness. More specifically, the Special Advisor on Industrial Relations has played a significant role in identifying appropriate mechanisms which can be used in assisting the parties to help themselves to prevent occupational accidents and illnesses.

The right to refuse unsafe work is a fundamental right granted workers under the Act. There has been an upward trend in the exercise of this right. In 1981/82 there were 181 such cases. As more workers become aware of their rights, this number may be expected to increase. The right is being treated with respect and is not being abused.

The development of regulations has been a continuing priority. Regulations for lead and mercury became law this year. The ministry is engaged in extensive consultations with the parties regarding regulations for hospitals, educational establishments, and designated substances.

The Mining Legislation Review Committee, under the chairmanship of Mr. Cam Barrett, has continued to review the mining regulations.

The division continued to administer the Lottery Awards Programs. The Lottery Awards Committee, on the advice of two subcommittees on manpower training and applied research, approved funding for many significant programs and projects. The minister made awards totalling nearly one million dollars.

During 1981/82, the ministry received the report of the Federal-Provincial Enquiry into Mine Safety. The ministry has engaged in extensive consultation with management and labour to review the commission's recommendations.

Members of the division work along with other agencies having related interests and complementary legislation such as Labour Canada and the Atomic Energy Control Board. Staff of the division serve as their agents in industries such as uranium mining. The division also provides advice to the Ministry of the Environment and other government agencies on the health effects of various chemicals. For example, the staff of the division assisted the Ministry of Education in its program to identify and control asbestos in schools. The division personnel also provided expert advice and assistance to the Ministry of Health in the identification of exposures to formaldehyde in homes with urea formaldehyde foam insulation. The division has welcomed occasional visitors from other jurisdictions.

Royal Commission on Matters of Health and Safety Arising from the Use of Asbestos in Ontario

The Royal Commission on Asbestos was established by announcement of the former Minister of Labour, Dr. Robert Elgie, on April 21, 1980. The commission's terms of reference include an investigation into all matters relating to health and safety arising from the use of asbestos in Ontario.

On June 8, 1981, the commission held its seventh day of hearings wherein people who had previously filed written submissions presented these briefs orally before the commission. On June 11, the Royal Commission on Asbestos commenced hearing testimony of various witnesses on such subjects as health effects and measurement of asbestos. The commission held 31 days of these hearings during the period from June 11, 1981 to March 31, 1982.

The commission plans to continue holding public hearings in May and June 1982 on such subjects as standard-setting, enforcement, implementation and workers' compensation.

As of March 31, 1982, the commission had published six studies, as follows:

Study No. 1 *Collective Bargaining and Asbestos Dangers at the Workplace*
By Morley Gunderson and Katherine Swinton

Study No. 2 *Workers' Compensation and Asbestos in Ontario*
By Peter S. Barth

Study No. 3 *Policy Options in the Regulation of Asbestos-Related Health Hazards*
By Carolyn J. Tuohy and Michael J. Trebilcock

Study No. 4 *The Politics of Risk: The Identification of Toxic and other Hazardous Substances in Canada*
By G. Bruce Doern

Study No. 5 *Living with Contradictions: Health and Safety Regulation and Implementation in Ontario*
By G. Bruce Doern, Michael Prince and Garth McNaughton

Study No. 6 *Worker Attitudes About Health and Safety in Three Asbestos Brake Manufacturing Plants*
By Sall Luce and Gene Swimmer

Asbestos in the workplace, asbestos in building, and sampling and measurement of asbestos are the subjects of three more studies to be published in the coming months.

The commission had received 86 written submissions as of March 31, 1982. The commission plans to complete its work in the fall of 1982.

Occupational Health Branch

***Peter L. Pelmear,** MD, FFOM, DIH*
Director

The Occupational Health Branch provides consultation services on the recognition, evaluation and control of workers' exposure to health hazards in the workplace to the inspectorate branches of the Ministry of Labour, the Ministries of the Environment and Health and the Workmen's Compensation Board.

The branch assists in the development of standards and guidelines to protect the health of workers; it also audits medical surveillance programs of workers, and conducts chest x-rays and respiratory function tests.

The branch's journal, *Occupational Health in Ontario*, is published under the direction of an editorial board and is available without charge to libraries and health personnel. Two thousand, five hundred copies are being distributed quarterly.

Apart from branch administration, there are three groups – the Occupational Health Medical Service, the Occupational Health Hygiene Service and the Occupational Health Laboratory Service – each of which reports to the director through a chief of service.

The branch complement of 171 includes the director, a manager of program administation, an administrative assistant, 15 physicians, 11 nurses, 17 scientists, 20 hygienists (engineers and scientists), 67 technicians, an industrial health counsellor, two survey organizers, an audiologist, a bio-statistician and 33 support staff.

(continued on page 12)

1981/82 Activities

To meet the demands for information on all aspects of occupational health and toxicology, the Resource Section provides scientific and medical support to the branch and ministry consultants. During the 1981/82 fiscal year, two special projects involving the assessment of hospital worker exposure to nitrous oxide, halothane and enflurane and the assessment of worker exposure to formaldehyde were undertaken:

	Number of hospitals/ companies visited	Number of reports completed
Anaesthetic gases project	38	34
Formaldehyde project	38	38

Occupational Health Medical Service

The medical and nursing consultants are located in the head office in Toronto and in field offices with the inspectorate in Scarborough, Hamilton, London, Sudbury, Ottawa and Kingston.

The medical consultants work with the industrial, construction and mining inspectors as well as with other members of the branch to investigate situations where health hazards may exist, to evaluate occupational health services and advise on the establishment of medical surveillance programs. The physicians also act as consultants for the Workmen's Compensation Board, hospitals and family physicians and participate in educational activities. The nurses visit industries and institutions to promote employee health programs where none exist and to encourage improvement and expansion of existing occupational health programs. During the 1981/82 fiscal year, the collection of data for the anaesthetic gases and the formaldehyde projects was a nursing consultant priority.

The Occupational Chest Disease section provides medical surveillance with x-ray and pulmonary function tests to exposed workers in Ontario. The section operates from a central clinic and three mobile units. The section works closely with the Workmen's Compensation Board and investigates the claims of many workers. There is liaison with provincial chest clinics in Northern Ontario which provides the medical surveillance service for miners.

Occupational Health Hygiene Service

The occupational health hygienists are located in the head office in Toronto, and in field offices with the inspectorate in Scarborough, Hamilton, London, Sudbury and Ottawa and act as consultants to the inspectorate branches of the Ministry of Labour. They may also respond to requests from industry, trade unions, health units and community organizations through the inspectorate and the Workmen's Compensation Board.

The service conducts field investigations of chemical, physical and other health hazards, audits exposure of workers to chemical substances and physical agents and recommends corrective action. These field visits are made to identify and evaluate the workers' exposures and to recommend control measures for hazardous substances.

The field visits are generally unannounced and the consultant is usually accompanied by an inspector from one of the ministry's line branches.

The service also provides engineering advice to the line branches and the Ministry of the Environment during the review of plans and drawings of plants where chemical and physical agents are used or produced.

Occupational Health Laboratory

The laboratory provides the majority of its analytical and air sampling services to the medical and hygiene services of the branch. Analyses are also requested by companies, physicians, health units and the Workmen's Compensation Board.

Approximately 50 per cent of analyses are of blood and urine samples collected from workers exposed to hazardous substances; these samples are collected as part of medical surveillance programs. Analyses include determination of lead in blood, mercury in urine and cholinesterases in blood samples.

Field visits are made by the occupational health technicians to sample the exposure levels of workers to chemical substances and physical agents. Audits of a company's air quality and noise monitoring programs are also conducted.

Analyses of adsorbents or filters used during air sampling procedures and of material samples of unknown identity or composition account for the remainder of the laboratory's caseload.

New analytical methods are developed, old ones are reviewed and improved.

During the 1981/82 fiscal year, three special projects were initiated in conjunction with the Ministry of Health, the Ministry of Education and the Ministry of Government Services.

Program	Client	Accomplishment
Formaldehyde in Homes	Ministry of Health	5,058 homes were visited for the air quality assessment
Formaldehyde in Schools	Ministry of Education	20 schools were visited for air quality assessment
Asbestos in Public Buildings	Ministry of Government Services	204 air samples in 20 public buildings were counted for asbestos fibres.

Medical Service

Source of Physician and Nursing Visits

Carry over from 1980/81	200
Industrial Health and Safety Branch	247
Occupational Health Branch	1129
Construction Health and Safety Branch	2
Mining Health and Safety Branch	1
Workmen's Compensation Board	175
Companies	19
Medical Officer of Health	2
Private Physician	9
Audit	66
Other	6
Total	**1856**

Physician Visits Completed

	Requests	Field Visits	Outstanding
Carry over from 1980/81	200		
April	80	105	
May	50	59	
June	125	70	
July	68	22	
August	36	25	
September	38	71	
October	43	154	
November	44	44	
December	71	44	
January	69	72	
February	107	55	
March	139	66	
Total	**1,070**	**787**	**283**

Nursing Visits Completed

April	71
May	65
June	102
July	97
August	85
September	99
October	67
November	80
December	51
January	35
February	11
March	23
Total Requests	**786**
Completed	786
Outstanding	0

Industrial Health Counsellor Visits Completed

April	7
May	8
June	12
July	4
August	6
September	6
October	6
November	4
December	4
January	4
February	7
March	7
Total	**75**

Respiratory Function Tests

	Number of Companies Surveyed	Number of Employees Examined
All organic dusts	524	13,221
Isocyanates	41	786
Organic dusts: Cotton and Jute	11	1,355
Silica dust: foundries	122	5,301
Total	**698**	**20,663**

Tests Performed on Behalf of the Workmen's Compensation Board

Lung volume measurements	200
Gas transfer measurements	200
Electrocardiograms	200
Exercise stress tests	140
Total	**740**

Chest X-Ray Examinations

In silica exposure	11,614
In exposure to isocyanates	1,255
In exposure to asbestos dust	2,486
In exposure to combination of asbestos and silica dust	901
*In other hazardous dusts	4,880
In no significant dust exposure	1,296
Sub-total	22,432
W.C.B.	654
Total	**23,086**

**Talc, nepheline syenite, beryllium, tungsten carbide, cobalt, cadmium, cotton, jute, hemp, etc.*

Centres and Plants Visited

	Centres Visited	Plants Visited	Special Clinics
Survey Clinics	167	785	62

Plant Visits to Assess Exposure and/or Introduce Medical Program

Silica exposure	33
Asbestos exposure	12
Combined asbestos and silica exposure	6
Isocyanate exposure	11
Other dusts	13
Total	**75**

Silicosis

Of 11,614 persons employed in various silica exposures, radiological evidence of silicosis was reported in 36. Fifteen of these were newly diagnosed.

	Previously Reported	Newly Diagnosed	Total
Simple silicosis	16	15	31
Complicated silicosis	5	–	5
Total	**21**	**15**	**36**

Asbestosis

Of 3,387 asbestos exposed persons examined, radiological evidence of asbestosis was reported in 36. Fifteen of these cases were discovered in 1981/82.

	Previously Reported	Newly Diagnosed	Total
Asbestos exposure	4	13	17
Asbestos/silica exposure	17	2	19
Total	**21**	**15**	**36**

Other Conditions Reported Upon

Radiological evidence of other conditions reported on are as follows:

Pleurisy, inactive	490
Pleurisy, w/effusion	5
Dust effects, uncomplicated	63
Dust effects, with TB	6
Heart abnormal	112
Aorta abnormal	258
Primary focus	573
Primary complex	185
Hilar Calcification	211
Fungus infection	100
Pneumonia	18
Emphysema	44
Increased lung markings	768
Sarcoidosis	9
Unspecified	1,755

Hygiene Service

Source of Hygienists' Visits

Industrial Health and Safety Branch	1,243
Occupational Health Branch	428
Construction Health and Safety Branch	35
Workmen's Compensation Board	195
Companies	70
Unions	1
Audit	1
Other	11
Total	**1,984**

Hygiene Service Field Visits

	Requests	Field Visits	Outstanding
Carry over from 1980/81	229		
April	155	182	
May	202	176	
June	210	70	
July	205	67	
August	119	99	
September	134	150	
October	180	154	
November	147	159	
December	118	138	
January	195	114	
February	172	195	
March	147	214	
Total	**2,213**	**1,718**	**495**

Occupational Health Laboratory

Source of Air Quality Assessment Visits

Industrial Health and Safety Branch	125
Occupational Health Branch	1,176
Construction Health and Safety Branch	3
Administration	1
Medical Officer of Health	33
Workmen's Compensation Board	1
Private Physician	1
Companies	4
Audit	9
Other	1
Total	**1,354**

Air Quality Assessment Visits

	Requests	Field Visits	Outstanding
Carry over from 1980/81	355		
April	90	133	
May	90	97	
June	162	113	
July	142	98	
August	50	48	
September	104	82	
October	101	86	
November	93	108	
December	92	85	
January	162	115	
February	125	165	
March	143	177	
Total	**1,689**	**1,307**	**382**

Summary of Analyses

Biological Samples	34,994
Materials	1,898
Air Samples	34,337
Total Number of Analyses:	71,229

Analyses of Biological Samples

Arsenic in Urine, Hair or Nails	340
Cadmium in Urine	613
Cholinesterase in Blood	870
Chromium in Urine	316
Cobalt in Urine	4
Copper in Urine, Blood or Serum	26
Coproporphyrin in Urine	354
Creatinine in Urine	3,221
Fluoride in Urine	961
Lead in Blood	10,635
Lead in Urine	14,141
Manganese in Urine	322
Methylene Dianiline in Urine	98
Mercury in Urine	2,222
Nickel in Urine	21
PCBs in Serum	62
Phenol in Urine	623
Tetrahydrofuran in Serum	1
Zinc in Urine, Blood or Serum	164
Total	**34,994**

Analysis of Materials

Acetaldehyde	3
Acetic Acid	1
Acetone	2
Acid, Identification of	1
Acidity Measurements	6
Acrolein	2
Acrylic Acid	1
Alkalinity Measurements	15
Aluminum	16
Amines	10
Ammonia	6
Antimony	4
Arsenic	9
Asbestos	910
Asbestos (Public Buildings)	22
Barium	7
Beryllium	2
Binder, Identification of	1
Bismuth	3
Boron	4
Butyl Cellosolve	1
Cadmium	16
Calcium	16
Carbon	1
Carbon Disulphide	1
Catalyst, Identification of	1
Cellosolve Acetate	1
Cellulose	3
Chloride	3
Chromium	37
Cleaners, Identification of	8
Coagulant, Identification of	1
Cobalt	12
Concrete Material, Identification of	1
Copper	17
Crystals, Identification of	1
Cutting Fluids, Identification of	8
Cyanide	2
2,4-Dichlorophenoxyacetic Acid	1
Decomposition Products	42
Detergent	4
0-Dichlorobenzene	2
Dichloroethane	1
Dichloromethane	2
Diethylbenzene	1
Dioctyl Adipate	1
Dusts, Identification of	2
Ethanol	1
Ethanolamine	1
Fabric, Identification of	6
Flame Retardant, Identification of	1
Fluoride	3
Formaldehyde	19
Free Silica	144
Fume, Identification of	1
Furfural	1
Gasoline in Water	1
Glutaraldehyde	1
Hydrazine	3
Hydrocarbons	6
Hydrogen Sulphide	1
Iron	24
Insecticide, Identification of	1
Isopropanol	2
Isosorbide Dinitrate	1
Insulations, Identification of	4
Lead	72
Lorazepam	1
Manganese	18
Magnesium	13
Material on Filters, Identification of	3
Material from Pulping, Identification of	1
Methylene Diphenyldiisocyanate	4
Methanol	2
Methyl Chloroform	1
Methyl Isobutyl Ketone	1
Mineral Wool	1
Molybdenum	1
Morpholine	3
Nickel	28
Nitrites	7
N-Nitrosodiethylamine	1
Oils, Identification of	9
Oxazepam	1
Paper Additives, Identification of	3
Particle Sizing	2
PCBs	8
Phthalic Anhydride	1
Pigment	2
Plastics, Identification of	101
Potassium	1
Powder, Identification of	1
Propionaldehyde	1
Refractory, Identification of	1
Rubber, Identification of	2
Selenium	1
Silica, Identification of Type of	2
Silver	1
Sludges, Identification of	2
Sodium	2
Sodium Tetraborate	1
Solvents	90
Starch	1
Styrene	3
Sulphate	2
Sulphur, Identification of	1
Talc	19
Tars, Identification of	3

Tetrachloroethylene	1
Tin	5
Titanium	5
Toluene	3
1,1,-Trichloroethane	2
Trimellitic Anhydride	1
Trimethyl Benzene	1
Tungsten	1
Vinyl Acetate	2
Xylenes	2
Zinc	25
Total	**1,898**

Sources of Material Analyses

Special Asbestos Survey	868
Requested by Occupational Health Branch	589
Requested by Industrial Health and Safety Branch	289
Requested by Mining and Health and Safety Branch	86
Requested by Construction Health and Safety Branch	28
Requested by Health Units	16
Workmen's Compensation Board	12
Requested by Companies	4
Requested by Municipalities	3
Requested by Ministry of Health	2
Requested by Schools	1
Total	**1,898**

Analyses of Collecting Media from Air Sampling

Acetaldehyde	33
Acetic Acid	17
Acetone	262
Acrolein	27
Acrylonitrile	44
Alkyl Substituted Alcohols	11
Aluminum	145
Ammonia	95
Amyl Acetate	3
Antimony	33
Arsenic	74
Barium	5
Benzene	113
Benzene Solubles	59
Beryllium	100
Cur-Rite 18	7
Boron	43
Butyl Acetate	51
n-Butyl Alcohol	89
Butyl Carbitol	12
Butyl Cellosolve	145
Butyl Glycidyl Ether	7
Cadmium	193
Calcium	52
Carbadox	9
Carbaryl	6
Carbon Disulphide	159
Carbon Tetrachloride	8
Cellosolve Acetate	112
Chloride	43
Chloroform	46
Chromium	613
Cobalt	143
Copper	717
Cresol	6
Cyanide	31
Cyclohexane	9
Cyclohexanone	60
Dacthal	7
Diacetone Alcohol	27
Diazinon	28
p-Dichlorobenzene	17
1,2-Dichloroethane	33
2,4-Dichlorophenoxyacetic Acid	14
Diethanolamine	14
Dimethylformamide	12
Dioctyl Phthalate	8
Dioxan	33
Enflurane	367
Epichlorohydrin	24
Ethanolamine	6
Ether	44
Ethyl Acetate	72
Ethyl Acrylate	9
Ethyl Alcohol	107
Ethyl Benzene	12
Ethyl Mercaptan	7
Ethyl Methacrylate	12
Ethylene Diamine	7
Ethylene Glycol	35
Ethylene Oxide	299
2-Ethylhexyl Alcohol	23
Fluoride	236
Formaldehyde in Homes	13,274
Formaldehyde (Industrial and Institutional)	1,165
Formaldehyde in Schools	160
Formic Acid	16
Freon 11	16
Freon 12	12
Furfuryl Alcohol	5
Gasoline	4
Halothane	456
Hexamethylene Diisocyanate	64
Heptane	18
n-Hexane	34

Analyses of Collecting Media from Air Sampling (continued)

Hexyl Acetate	3
Hi-Sol	5
Hydrazine	6
Hydrogen Chloride	67
Iron	469
Isobutyl Acetate	49
Isobutyl Alcohol	42
Isocyanates	654
Isoflurane	48
Isophorone	68
Isopropyl Alcohol	177
Isosorbide Dinitrate	13
Lead	2,159
Loss on Ignition	2
Lorazepam	11
Magnesium	27
Maleic Acid	3
Manganese	292
Markem	6
Mercury	312
Methyl Acrylate	5
Methyl Alcohol	103
Methyl Cellosolve Acetate	9
Methyl Chloroform	133
Methyl Ethyl Ketone	407
Methyl Isoamyl Ketone	5
Methyl Isobutyl Ketone	157
Methyl Methacrylate	31
Methylene Chloride	262
Mineral Spirits	55
Methylene Bis (2-Chloroaniline)	106
Molybdenum	32
Morpholino-Thiobenzothiazole Sulphonamide	7
Naphtha	124
Naphthalene	25
Nickel	469
Nitric Acid	23
1-Nitropropane	5
N-Nitrosodiethylamine	24
Nitrous Oxide	31
Octane	8
Oil Mist	118
Ozone	93
PCBs	112
Pentane	8
Perchloroethylene	86
Phenol	103
Propionaldehyde	26
Propyl Acetate	20
n-Propyl Alcohol	52
Pyridine	35
Resorcinol	14
Respirable Cristobalite	12
Respirable Quartz	3,046
Selenium	18
Silver	64
Sodium Hydroxide	33
Solvesso 150	13
Stoddard Solvent	302
Styrene	456
Sulphur Compounds (Volatile)	13
Sulphuric Acid	165
Tellurium	2
Tetrahydrofuran	18
Thiram	33
Tin	39
Titanium	18
Toluene	892
o-Toluidine	10
1,1,1-Trichloroethane	7
Trichloroethylene	185
Trichlorotrifluoroethane	28
Triethylamine	55
Vanadium	24
Varsol	43
Vinyl Chloride	116
Xylene	745
Zinc	640
Total	**34,337**
Total Number of Analyses:	**71,229**

Construction Health and Safety Branch

W. S. Melinyshyn, *P. ENG.**
Director

1981/82 Activities

The Construction Health and Safety Branch is concerned with the health and safety of workers engaged in all aspects of the construction industry, including erection, alteration, repair, demolition, dismantling and moving of such projects as buildings, structures, shafts, tunnels, work under compressed air, highways, railways, sewers, watermains and conductors of electrical energy and solids, liquids or gases. The branch is headed by a professional engineer, with eight professional engineers on staff.

The branch is responsible for the administration of the Occupational Health and Safety Act, R.S.O. 1980, C. 321 and Revised Regulations of Ontario 691/80, for Construction Projects.

Through the cyclical inspection program, approximately 10,000–12,000 notifiable construction projects are inspected annually across the province for compliance with the above legislation.

The field inspectors investigate all fatalities, most serious accidents and any unusual situations or occurrences that may be hazardous on construction sites.

On March 31, 1982, the branch had a complement of 117, including one director, 103 field inspectors and 13 support staff.

During the 1981/82 fiscal year, construction health and safety officers completed 64,512 inspections, a decrease of about 11 per cent from the 1980/81 fiscal year. A total of 27,903 orders was issued during these inspections, compared with 29,543 during the previous fiscal year, a decrease of about 5.4 per cent.

There has been a declining trend in the occurrence of fatalities on construction sites during the past five years, with a total of 42 occurring during fiscal 1977/78 and of 37 during 1981/82, and an all-time low of 27 occurring during 1980/81. For comparison, the 27 fatalities during 1980/81 were the fewest recorded since the introduction of provincially-enforced occupational health and safety legislation.

Inspection of construction projects included 1,561 inspections of 142 underground projects. A total of 554 orders were issued during the underground inspections.

Inspection and Fatality Data	1981/82	1980/81
Notifiable projects	10,801	11,170
Inspections (including underground)	64,512	72,352
Orders issued (including underground)	27,903	29,543
Fatalities	37	27
Non-fatal accidents reported	10,419	10,345
Inspections (underground)	1,561	1,761
Projects (underground)	142	144
Orders (underground)	554	595
Other calls (including underground)	5,097	3,578
Inspections where no orders left (including underground)	51,486	57,860
Convictions	320	184
Total Fines	$158,875	$89,276
Complaints investigated (including underground)	1,182	1,188
Accidents investigated (including underground)	1,091	820
Promotional calls (including underground)	1,103	899
Workers in the workforce	225,500	223,000
Consultations	1,100	900
Predevelopment review (plans review) (field visits)	180	192
Refusals to work investigated	7	10

* Walter Melinyshyn was director of the branch from June 15, 1981 to March 31, 1982. On April 5, 1982, D.M. Pizak, P. Eng. assumed the responsibility of director.

Underground Project Inspection Summary

April 1, 1981 to March 31, 1982

	Projects under Inspection	Completed during year	C/F to next year	Length of Tunnel feet Less than 60" diam.	60" diam. and over	Projects under Compressed Air	No. of Inspections	No. of Directions	No. of Inspections with no Directions
Long tunnels	67	31	36	7,816	31,044	11	1,019	393	809
Short tunnels (under 50')	53	44	9	1,938	40	–	255	39	232
Jacked tunnels	17	11	6	2,676	1,874	–	276	121	201
Other underground Structures	5	5	–	–	–	–	11	1	10
Totals:	**142**	**90**	**51**	**12,430**	**32,958**	**11**	**1,561**	**554**	**1,252**

Projects Under Compressed Air

April 1, 1981 to March 31, 1982

No.	Location	Pressure Min.	Pressure Max.	No. of Decompressions Shift Workers	No. of Decompressions Supervisors Etc.	No. of Decompressions Total	No. of Cases of Decompression Sickness
80/30	Toronto	3	14	1,634	1,356	2,990	–
80/32	Toronto	5	14	1,272	710	1,982	–
80/54	Thornhill	4	16	1,630	597	2,227	–
80/71	Toronto	5	13	1,131	706	1,837	–
80/81	Toronto	4	10	428	219	647	–
80/83	Toronto	1.5	13	232	258	490	–
80/133	Toronto	4	11	616	125	741	–
*81/27	Toronto	5	13	1,217	508	1,725	–
*81/54	Toronto	2	4	804	318	1,122	–
*81/76	Toronto	6	14	524	176	700	–
*81/90	Ottawa	9	12	157	126	283	–
Total				**9,645**	**5,099**	**14,744**	

**Projects still in progress in April 1982*

There were no cases of bends reported for the year 1981/82.

Industrial Health and Safety Branch

*J. McNair, P. ENG.**
Director

The Industrial Health and Safety Branch, operating under the Occupational Health and Safety Act, R.S.O. 1980, C. 321 and Revised Regulations of Ontario 692/80 for Industrial Establishments, is responsible for ensuring implementation of effective occupational health and safety programs designed to reduce the incidence of illness or injury caused by industrial activities and processes across the province.

The Act applies to an estimated 3¼ million workers in more than 100,000 industrial establishments/institutions in this province, including those employed in industry, logging, hospitals, schools, colleges, universities, police, fire, detention and correctional institutions, transportation and municipalities.

Officers of the branch inspect workplaces at various intervals and always in conjunction with a system supporting self regulation and involvement by labour and management. Employers and employees themselves have the primary responsibility for occupational health and safety programs in their workplaces and are encouraged to meet their individual responsibilities.

The branch conducts investigations into deaths, critical injuries, serious accidents and complaints about working conditions as well as into right to refuse work cases where workers refuse to work because they have reason to believe that their health or safety is endangered and they have been unable to resolve the issue with the employer and worker representatives.

The increasing use of toxic chemicals and agents in the workplace requires careful monitoring to establish controls of potential health and safety hazards. The branch arranges health surveys of establishments where these particular hazards may occur in co-operation with the Occupational Health Branch and, based upon the findings, takes appropriate action.

Professional engineers on staff with the branch review drawings of new industrial buildings or proposed alterations to existing structures and provide professional technical expertise to ensure compliance with the Act and Regulations.

On March 31, 1982, the Industrial Health and Safety Branch had a staff of 187, including one director, 170 field staff and 16 support staff.

(continued on page 22)

* On April 5, 1982, Jim McNair was appointed special consultant to the assistant deputy minister, and Walter Melinyshyn assumed the responsibility of director.

1981/82 Activities

During the year, officials of the Industrial Health and Safety Branch completed 48,859 inspections, an increase over the 1980/81 total of 47,801, or 2.25 per cent. A total of 71,285 orders was issued, an increase of about 70 per cent. The number of fatalities under the legislation administered by the branch decreased from 50 to 39. Of these, 34 occurred in industrial workplaces and 5 occurred at logging operations.

The total of non-fatal accidents decreased from 87,016 in 1980/81 to 81,507 in 1981/82. Of the total number of accidents, about 59.5 per cent occurred in unionized workplaces.

Inspection and Fatality Data

	1980/81	1981/82*
Non-fatal accidents reported	87,016	81,507
Fatalities – Occupational Health and Safety Act	38	34
– Logging	12	5
Inspections (includes logging)	47,801	48,859
Orders issued	41,854	71,285
Revenue	$992,328	$1,042,935
Personnel	200	187
Convictions	53	79
Fines	$149,800	$147,650
Refusals to work investigated	126	153
Accidents investigated	622	730
Stop work orders issued	1,109	1,361
Pre-development review (plans review)	3,672	3,132

Analysis of Non-Fatal Accident Reports

(figures in brackets refer to unionized industrial establishments)

Accident Group	Number of Industrial Establishments		Number of Employees		Number of Accidents Reported	
Nil	51,821	(6,300)	740,682	(362,813)	–	–
1 – 5	13,895	(3,071)	399,217	(174,764)	26,262	(7,082)
Over 5	3,233	(1,923)	534,440	(388,325)	55,245	(41,582)
Total	**68,849**	**(11,294)**	**1,674,339**	**(925,902)**	**81,507**	**(48,664)**

* Figures for 1981/82 include activities under the extended coverage provisions of the Act (excluding non-fatal accidents).

Mining Health and Safety Branch

P.B. McCrodan, *P. ENG.*
Director

1981/82 Activities

The Mining Health and Safety Branch encourages employers and workers in the mining industry to prevent accidents and health problems through co-operative identification and control of health and safety hazards in mining and mine-related workplaces in Ontario.

The branch's activities apply to 152 underground mines, 48 open-pit mines, 5,699 sand and gravel pits and quarries, 66 metallurgical and ore processing plants and 55 clay, shale and peat workings. These establishments employ approximately 56,091 people.

The branch administers the Occupational Health and Safety Act, R.S.O. 1980, C. 321 and Revised Regulations of Ontario 694/80, for Mines and Mining Plants.

The Mining Health and Safety Branch has a complement of 94, including nine mine rescue training officers. This complement of 94 engineers, inspectors, technicians, mine rescue training officers and clerical support staff covers four engineering disciplines – mining, electrical-mechanical, working environment and metallurgy.

The branch's programs promote safe work conditions, practices and measures to minimize health hazards in the mining environment. They are carried out within a complex framework of inspections, investigations and consultations.

Inspection Program

The inspection program is an ongoing program to audit compliance with the Occupational Health and Safety Act, R.S.O. 1980, C. 321 Revised Regulations 694/80, for Mines and Mining Plants.

All active workplaces in all operations are inspected for compliance. Types of operations inspected are:

Type of Operation as of March 31, 1982	Active Operations	No. of Employees
Mines	152	28,723
Open pits	48	2,370
Quarries	353	3,021
Metallurgical plants	30	10,313
Metallurgical labs	11	474
Clay and shale pits	35	84
Peat workings	20	236
Sand and gravel pits	5,346	10,355
Diamond drilling	19	113
Aggregate plants	25	402
Total	**6,039**	**56,091**

Many pits are worked only on an intermittent basis, and so would not be inspected regularly throughout the year. The objective is to visit each mine three times per year; sand and gravel pits are checked twice per year and inspected if they are found active; other operations are inspected two or three times per year.

No notice of surface inspections is given. Many underground inspections are prearranged with the agreement of the unions, so that their health and safety representative may accompany the inspector.

In 1981/82, 5,754 inspections were made.

Orders are issued when contraventions have been identified.

In 1981/82, 6,158 orders were issued.

All orders are followed up to ensure compliance; failures to follow an order are extremely rare.

Charges are laid for serious infractions, for repeated violations of the same type, or for failure of the company to take action as required. In 1981/82, there were five convictions and $12,875 in fines.

Investigation Program

The Mining Health and Safety Branch carries out investigations of all fatal accidents, serious accidents, unusual occurrences, refusals to work and other occupational health and safety complaints from workers in the mining sector. Ministry staff may be reached 24 hours a day to investigate fatalities, serious accidents or refusals to work.

All fatalities are investigated and detailed reports of the investigations are published. During the fiscal year 1981/82, 12 fatalities were investigated.

The branch has developed a computer program to collect and analyse data on the types of non-fatal injuries reported, and/or the cause of serious accidents and unusual occurrences.

The branch investigates cases of refusals to work which have been reported to them by employers, workers or their representatives. There were 21 investigations into work refusals in 1981/82. The branch staff also investigates other complaints concerning unsafe or unhealthy conditions.

Abandoned Mines

Inspection of abandoned mines on private and Crown lands to ensure adequacy of protection against inadvertent falls into mine openings resulted in the covering of small openings with concrete and the fencing of large openings. Some $2,950 was expended by the government on the contract work to install such protection. Liens were registered against the mine property if the owner was unable to pay the cost. The responsibility for the administration of section 176, Part IX of the Mining Act governing the protection of the public from abandoned mines, pits and quarries was transferred to the Ministry of Natural Resources by Order in Council of October 16, 1980.

Wire Rope Testing

By statute, all wire rope used in hoisting installations must be tested by the Government of Ontario Cable Testing Laboratory before use and at intervals during service. Each cable is tested for strength of material in its components, including a breaking test. The tensile machine has a capacity of up to 600,000 pounds tension. During 1981/82, the laboratory completed 1,101 tests.

Environmental Surveys

In 1981/82, 49 surveys and 395 inspection/audits were conducted. Two engineers and nine inspectors specializing in environmental health conduct surveys twice yearly at each mine. Measurements are made for dust, silica, oxygen, carbon monoxide, noise, diesel emissions, sulphur dioxide, heavy metals, etc. In addition to this, the ministry audits company data on workplace concentrations of toxic substances.

Education and Guidance

The Mining Health and Safety Branch provides, through formal and informal discussions, education and guidance on health and safety matters to employers and employees in the mining industry.

The branch prepares Information Sheets which serve as supplementary explanatory material on the regulations for use by both branch inspectors and the mining industry.

Predevelopment Review

The Mining Regulations of the Occupational Health and Safety Act specify that the Mining Health and Safety Branch director must receive notification of all new developments or construction, introduction of new process technology, use of new methods of construction or of equipment installation, major alterations of mining technique or technology or the making of major additions or alterations. Branch staff then reviews the plans to reduce the possibility of built-in occupational health and safety hazards. Employees receive notification of the new developments at the same time as the director.

Mine Rescue Program

This program trains specialists at each mine in the direction and control of special mine rescue procedures.

The director of the Mining Health and Safety Branch has overall responsibility for the mine rescue program in Ontario. The training officers maintain a number of stations and substations equipped with breathing apparatus and fire fighting equipment, as well as other emergency equipment and supplies, to respond immediately to any mine emergency. Mine rescue training officers train specialists at each mine in the direction and control of special mine rescue procedures.

The Mine Rescue Program aims to maintain a high level of preparedness for dealing with mine catastrophes through training of rescue teams and maintenance of rescue equipment.

This program is funded by assessment on the mining industry through the Workmen's Compensation Board.

Eight mine rescue training officers and a senior officer divide their time between training new miners in mine rescue techniques, holding refresher training courses to keep active mine rescue personnel prepared to handle rescue emergencies and fires, checking and maintaining mine rescue breathing apparatus in manned and unmanned rescue stations, and holding mine rescue competitions to allow trained rescue personnel to test their preparedness.

During 1981/82, 1,112 men participated in the mine rescue training program, and 51 seven-man teams competed in eight district mine rescue competitions. A number of fires were responded to, plus innumerable calls to be on the alert for emergencies or fire drills. The mine rescue program expanded into southern Ontario to cover six mines there.

Mining Health and Safety Data

Statistics from April 1, 1981 – March 31, 1982	1980/81	1981/82
Number of workers	77,493	56,091
in mines	57,116	45,736
in sand and gravel pits	20,377	10,355
Number of underground mines	126	152
Number of surface mines	40	48
Number of pits and quarries	5,461	5,699
Number of metallurgical and ore processing plants	68	66
Number of clay, shale and peat workings	50	55
Number of inspections	5,736	5,754
Number of orders issued	7,195	6,158
Number of convictions	17	5
Number of fines	8,150	12,875
Number of accident investigations	91	100
Number of complaints	4	118
Predevelopment review	98	519
Refusals to work investigated	26	21
Stopwork orders	61	37
Number of mine rescue stations	7	7
Number of mine rescue substations	30	31
number of miners under training in mine rescue	1,037	1,112
Wire rope tests	1,049	1,101
Number of fatalities	24	12
Underground	15	7
Surface	3	2
Metallurgical	1	1
Sand and gravel pits	4	–
Quarries	1	2

Special Studies and Services Branch

Maxwell Fitch, *MD*
Director

1981/82 Activities

This branch is concerned primarily with programs to prevent illness and injury. Its responsibilities are:

- to support the development of divisional regulatory strategies by:
  a) acting as a resource to the division on the long-term health effects of exposure to various toxic or hazardous agents;
  b) keeping abreast of world literature on the causes and prevention of occupationally-related diseases and injuries.
- to carry out short or long-term investigations of health problems associated with occupational exposure to hazardous agents;
- to evaluate the health of particular groups of workers, such as uranium miners and workers exposed to silica or asbestos;
- to conduct research related to problems of occupational exposure to hazardous agents and evaluation of the health status of exposed workers;
- to monitor the use of radioactive materials insofar as the province has jurisdiction;
- to conduct studies and research in the area of occupational safety, and act as consultant in matters relating to the safety of work procedures;
- to prepare plans for, and provide technical support in, emergencies relating to nuclear generating stations.

Activities and services to meet the branch objective are conducted by four separate but interrelated services: the Radiation Protection Service, Health Studies Service, Safety Studies Service and Radiation Protection Laboratory.

On March 31, 1982 the Special Studies and Services Branch had a complement of 74: Radiation Protection Service, 22, Radiation Protection Laboratory, 21, Health Studies Service, 19, Safety Studies Service, eight and Administration, four.

Radiation Protection Service

The service's responsibility is to protect the people of Ontario from unnecessary exposure to radiation in working and living environments as delineated in specific areas by the Occupational Health and Safety Act and by Reg. 855 (X-ray Safety, formerly Reg. 721) under the Public Health Act. The core of the Technical Advisory Group for a provincial response to accidents at nuclear generating stations is provided by personnel of the Special Studies and Services Branch.

Ongoing programs of the service during 1981/82 have been:

- safety inspection of x-ray installations in industry, education and veterinary practice (180 x-ray facilities inspected, 106 plans checked for adequacy of radiation shielding);
- safety inspection of commercial microwave ovens (824 ovens checked for radiation leakage);
- on behalf of the Ministry of Housing, measurements of radon daughter concentrations occurring in newly constructed houses in Elliot Lake and Bancroft for compliance with a standard in O/Reg 555/78 under the Building Code Act (560 new houses were checked; 179 houses rechecked);
- investigation and follow-up of 17 reported cases of radiation over-exposure, and monitoring of 93 instances of high personal dosimeter readings.
- safety inspection at 40 locations where some form of non-ionizing radiation was being used (radio frequencies, microwaves, ultra-violet light, laser devices);
- safety inspection of a limited number of radioisotopic installations on request;
- contingency planning against possible accidental release of radioactive materials from nuclear power plants;
- assembly of response to the request for information on non-ionizing radiation emitting devices;
- providing advice, information and assistance to industry, government agencies and the public on all aspects of radiation protection.

Work has continued in the development of new methods of measurement, evaluation of new instruments, construction of special instruments, maintenance and calibration of equipment and construction of new instrument calibration facilities with a view to more complete, reliable and faster evaluation of radiological hazards.

Investigation and assessment of new radiation hazards, particularly the various forms of non-ionizing radiation, has continued.

A mobile laboratory is being equipped for radiation emergency preparedness. A self-powered time-averaging monitor for radon and thoron daughter surveys in non-uranium mines has been laboratory tested and will be field tested (underground).

Radiation Protection Laboratory

This laboratory, with 21 scientists and technicians, provides a capability for the analysis of a wide range of radioactive substances and serves all provincial agencies charged with responsibility for programs associated with the surveillance of uranium mining, milling, and processing plants, nuclear reactors and other facilities which use radioactive isotopes.

The laboratory provides technical advice to provincial agencies and to industry on establishing or improving their analytical capability, interpreting results and designing surveillance programs. Methodology development and improvement is a continuous process.

During the year a total of 25,364 measurements were carried out for these various programs. There was a 16.3 per cent increase in the number of measurements over the previous year. The main reason for this increase is the additional automated equipment which was brought into full service during the course of the year.

A breakdown of the measurements carried out on the various types of samples is shown in the following table:

Type of Samples Analysed During 1981/82

Type of Sample	No. of Measurements
1. Water	13,719
2. Air filters	6,600
3. Urines	2,305
4. Milk	509
5. Swipe	636
6. Blood	153
7. Tissue	345
8. Radon daughter counting equipment	123
9. Dustfall	528
10. Filter cartridges	12
11. Soil and sediment	119
12. Hair	31
13. Air	63
14. Fish	110
15. Miscellaneous	111
Total	**25,364**

During the year a number of new pieces of equipment were installed and effort was devoted to the development of radiochemistry methodology and particularly to improvements for the determination of lead-210 in water, tritium in vegetation, and for uranium in urines by track-etch procedures.

Additional sampling equipment was installed around various nuclear generating sites in the province to enhance the ability to respond to radiation contingencies.

The International Joint Commission Greak Lakes surveillance program, which is carried out in co-operation with the Ministry of the Environment, is ongoing, and a total of 870 measurements for a wide variety of radioisotopes were carried out for this program.

The laboratory participated on a regular basis in the United States Environmental Protection Agency's inter-laboratory measurements program, and has also started to take part in the International Atomic Energy Agency, Vienna, program.

Health Studies Service

This service provides information and consultation on the possible long-term health effects of various agents associated with industrial processes, and makes recommendations for exposure levels in industry.

The service co-operates with other branches as well as with the Workmen's Compensation Board, the Ministry of the Environment, the Atomic Energy Control Board and other groups concerned with the health of workers and the effects of industrial pollution on the general community.

Major activities have included studies of workers in asbestos product manufacturing, with the planning and preparation of epidemiological reports on asbestos and cancer in specific groups, continuing surveillance of workers exposed to vinyl chloride and certain nickel compounds. A system for the assessment of mortality in Ontario by area with the capability for historical perspective has been developed. Work on methods to improve the completeness and accuracy of our records relating to mortality in occupational groups is underway.

Support for other ministries, particularly the Ministry of the Environment, has included evaluation of health effects of contaminants including certain heavy metals and various organic chemicals. A study of fluoride content of

Standards and Programs Branch

Alan D. Heath
Director

urine of selected populations in the vicinity of brick plants has been completed.

The service has a complement of seven medical consultants, a statistician and support staff.

Safety Studies Service

This service undertakes multidisciplinary research of factors which contribute to occupational accidents and diseases. Its staff includes six professionals representing engineering, ergonomics, applied physiology, psychology and statistical testing. This multidisciplinary approach allows insight into the short and long-term effects of various actions, procedures, equipment and environmental factors in the workplace. Staff act in a consultative capacity for the line branches by preparing technical reports following requests for site visits and by giving seminars on safety-related topics. Research objectives are formulated to provide useful information on applied problems to reduce occupational injuries and diseases within the province. The objectives are achieved through the combined use of existing information and self-initiated data collected. The information obtained is disseminated through the consultative role of the service, seminars and in published format.

Some areas of study activity include commercial diving, manual materials handling, tenosynovitis, shiftwork, heat stress, female capacity for physical work, degenerative disease of the lumbar spine, fall protection, physically disabled individuals and the ergonomic considerations of visual display terminals.

Particular activities of the service include:

- investigation of the design of work stations suitable for people of different physical attributes, including the physically handicapped as well as those who are fit.
- attention to the development of regulations for *commercial diving*.

Reports have been completed on:

i) Female Capacity for Physical Work
ii) Intellectual Skills and Personality Traits (a review of research on perceived sex differences)
iii) Ergonomic Aspects of Working While Pregnant
iv) Work Practices to Reduce Heat Strain
v) Criteria for Determining the Safety of Manual Materials Handling Tasks

A draft criteria document on exposure to heat stress was prepared.

The responsibilities of this branch are to assemble and analyse data on workplace hazards, to co-ordinate the development of programs to control the exposure of workers to hazards in the workplace and to co-ordinate the development and evaluation of Occupational Health and Safety Division policies and programs on behalf of the assistant deputy minister.

On March 31, 1982, the branch had a staff of 68.

1981/82 Activities

- prepared analyses of public comments received on the proposed regulations for lead, mercury, vinyl chloride, coke oven emissions, asbestos, isocyanates, noise and silica that were gazetted during 1980.
- revised the proposed regulations based on the analyses of the public comments.
- convened seven public meetings during 1981 to present the analyses of comments and the revised regulations to interested parties.
- reviewed comments received on the revised regulations.
- completed regulations and final reports for submission to the minister on lead, mercury and vinyl chloride, and met with the Advisory Council on Occupational Health and Occupational Safety to discuss the development of the regulations as outlined in the final reports.
- completed regulation and final report on coke oven emissions for submission to the minister and Advisory Council on Occupational Health and Occupational Safety.
- published the *Regulation respecting Lead – made under the Occupational Health and Safety Act* in August 1981.
- published the *Regulation respecting Mercury – made under the Occupational Health and Safety Act* in March 1982.
- developed materials for the drafting of a regulation on the use of asbestos in the construction industry.
- reviewed draft reports by consultants on three chlorinated hydrocarbons (trichloroethylene, tetrachloroethylene and 1, 1, 1-trichloroethane), hazardous biological agents and ethylene oxide.
- received and reviewed final reports prepared by consultants on styrene, cadmium, diesel exhaust emissions, and roll-over and falling object protective structures for off-highway vehicles.
- received and reviewed guidelines for notifying the intention to manufacure, distribute or supply new chemical agents or combination of agents (notification required under section 21). Reviewed a draft report on the notification procedures and testing requirements in other jurisdictions.
- assembled information for the development of control strategies and prepared papers on formaldehyde, hexavalent chromium, acrylonitrile, cadmium and labelling of toxic substances.
- assembled background information and prepared project specifications for studies by consultants on the hazards of nickel, coal tar pitch volatiles, beryllium, ethylene oxide, anaesthetic waste gases, chlorine, four ketone solvents, toluene and xylene.
- assembled information on the health effects and the use in Ontario of epoxy resins, epichlorohydrin, trimellitic anhydride, fire retardants, five chlorinated hydrocarbons (carbon tetrachloride, methyl chloride, methylene chloride, chloroform and ethylene dichloride), oxides of nitrogen and radio frequency heaters and sealers.
- studied the practices used by other jurisdictions for assessing the economic impact of regulatory initiatives.
- extracted and analysed statistical data on the number of workplaces using formaldehyde, chromium, hydrocarbon derivatives, ketone function compounds, amines, arsenic, chlorine, nickel, toluene, trichloroethane, trichloroethylene, xylene, epoxy resins and ethylene oxide.
- prepared material on the administration of regulations for designated substances.
- published and distributed a booklet listing toxic substances entitled *Exposure Criteria for Potentially Harmful Agents and Substances in Workplaces* in November 1981, and analysed briefs received from interested parties on the booklet.
- produced and distributed to the inspectorate of the Occupational Health and Safety Division, data sheets on trichlorethylene, beryllium, cadmium, styrene and ethylene oxide.
- prepared data sheets on xylene, toluene, vinyl chloride, acetone, arsine, phosgene, lead chromate and chlorine.
- started the assembly and preparation of data sheets for 1, 1, 1-trichloroethane, tetramethyl lead and tetraethyl lead, carbon monoxide, elemental lead, lead arsenate, benzene, diphenylemethane diisocyanate, toluene diisocyanate, acrylonitrile, ammonia, epichlorohydrin and asbestos.
- initiated the design and development of process flow sheets for processes in which the designated substances are used.
- assembled information on the occupational health in dental offices.
- responded to inquiries concerning the adoption of the USA Environmental Protection Agency publication *The Toxic Substances Control Act Chemical Substances Inventory* and its cumulative supplement.
- co-ordinated the delivery of a seminar on the *Regulation respecting Lead – made under the Occupational Health and Safety Act* delivered to staff of the ministry.
- consulted with firefighters and fire chiefs regarding development of regulations for protective equipment of firefighters, and distributed draft Ontario Code for Head Protection of Firefighters.
- consulted with representatives of the educational sector regarding application of the Act to teachers and academic staff of universities and prepared draft regulation extending coverage of the Act to teachers, and distributed same for comment.
- prepared synopsis of orders and suggestions made by Occupational Health and Safety officers to school boards with respect to compliance with the Act.

- prepared an analysis of 1979 WCB injury and compensation data for teaching and non-teaching staff employed by school boards for use in consultation with educational sector representatives in developing regulations for the educational sector.
- consulted with representatives of the agricultural sector regarding application of the Act to farming operations, and compiled working papers for a profile on the agricultural sector in Ontario including an analysis of economic, employment, injury and fatality data.
- arranged for a police officer to be seconded to serve as Executive Officer to Ontario Police Health and Safety Committee.
- held meetings with officials of the major safety associations to discuss their current data systems.
- co-ordinated and prepared the ministry responses to the memoranda from the Advisory Council on Occupational Health and Occupational Safety.
- co-ordinated and prepared the Management by Results (MBR) and budget submissions for the division and assisted line branches in initial work required for the ministry-wide MBR improvement.
- co-ordinated division-wide information for written responses to questions arising from 1981/82 Estimates Debates.
- developed and presented training sessions for the Construction Health and Safety Branch inspectorate on refusals to work, interviewing witnesses for accident investigations, the internal responsibility system, report writing, metrication and stress.
- trained new Industrial Health and Safety Branch and Construction Health and Safety Branch inspectors.
- co-ordinated the development of a manual for the Industrial Health and Safety Branch managers.
- completed program revisions of the Industrial Health and Safety Branch and Construction Health and Safety Branch Operation Manuals, and assisted the line branches in instituting program changes.
- provided a video tape/film loan service for division staff and clients as well as printed material in response to inquiries.
- co-ordinated and staffed information displays and booths at conventions, conferences and public exhibitions.
- provided liaison and consultation with Ontario ministries relating to education/training and matters pertaining to the Occupational Health and Safety Act.
- continued to document information on fatalities, serious accidents and refusal to work situations based on data received from field personnel.
- discussed the provisions of the Occupational Health and Safety Act with industry associations and senior management/joint health and safety committee members of client organizations.
- continued to actively participate in the Small Firms Committee looking into the occupational health and safety needs of small business.
- participated in the Tri-ministerial Advisory Committee on Occupational Health and Safety. The advisory committee co-ordinates educational programs within the CAAT system and functions as an advisory body to the Ontario Council of Regents.
- participated in the Customer Services Committee of the Ministry of Labour.
- continued to provide support to the line branches by maintaining the editing, coding and filing systems of inspection reports and lost-time injury reports (Form 7) from the Workmen's Compensation Board.
- continued to operate the occupational health and safety information line. Questions were directed to appropriate officials throughout the ministry, since of the 2,778 calls received, only 42 per cent related to occupational health and safety.
- continued to provide administrative support in the allocation of Provincial Lottery funds for manpower training and development and applied research projects.
- made public presentations to various groups on the Occupational Health and Safety Act, as requested.

Program Analysis and Implementation

N. Ignatieff
Assistant Deputy Minister

The Assistant Deputy Minister of Program Analysis and Implementation monitors existing programs and policies to determine their effectiveness, and assists in the development of new legislation, policies and programs to achieve ministry objectives. This includes responsibility for the ministry secretariat which co-ordinates the preparation of policy submissions, ministerial correspondence and liaison with other ministries.

The assistant deputy minister is also reponsible for the activities of the Research Branch, the Handicapped Employment Program, the Employment Standards Branch and the Office of the Co-ordinator of French Language Services.

The office of the assistant deputy minister, including the secretariat, has a staff of six.

Research Branch

Dr. F. Whittingham
Director

The Research Branch undertakes analytical and evaluation work in support of reviews of the ministry's programs and legislation. It also provides a wide range of services to other government agencies, to the business and labour communities and to members of the general public. On March 31, 1982, the branch had a staff of 64.

The branch is organized into four sections:

- Working Conditions
- Labour Relations and Collective Bargaining
- Statistical Unit
- Ministry Library

(continued on page 32)

1981/82 Activities

Working Conditions

The Working Conditions section carries out research and provides program and policy reviews in the areas of employment standards, women's programs and working conditions generally. A work injury data service is also maintained to meet the needs of the occupational health and safety programs.

A survey was developed in the 1981/82 fiscal year to obtain insight into the labour market experiences of workers who lost their jobs as a result of plant closures. It is planned that questionnaires be mailed to almost 3,000 persons.

Two case studies on the employment impact of microelectronics were completed in support of the government's Task Force on Microelectronics. One of these focused on the automotive assembly industry and the second on public administration. Both were tabled in the Legislature in November 1981 as background documents to the Task Force Report.

As part of the continuing examination of male-female wage differentials, Professor Morley Gunderson of the University of Toronto was commissioned to do a comprehensive study on the topic. The paper examined changes in the differential in Ontario and analysed the factors contributing to the wage gap.

Concerning employment standards legislation, the section participated in such activities as the development of the severance pay provisions which became law in July 1981 and an examination of coverage of residential care workers under the Employment Standards Act. Extensive work also went into reviewing the Employment Agencies Act and into research for and drafting of the White Paper on the Workers' Compensation Act.

The section undertook monitoring of pension issues and other developments of interest to the ministry. The Race Relations Division of the Ontario Human Rights Commission was given assistance in developing and carrying out studies related to visible minorities.

Responses were prepared on a number of conventions, recommendations and questionnaires of the International Labour Organization. In some instances, it was necessary to co-ordinate input from various provincial ministries and agencies. The unit continued to monitor and review legislative developments involving labour standards in other jurisdictions and to respond to a variety of requests for information received from government agencies and the public.

Fair Wage and Industrial Standards

The branch provides support for the ministry's Fair Wage and Industrial Standards programs by compiling and analysing information for establishing the wage rates and the working conditions contained in the schedules which are revised annually. The branch undertakes surveys of wages and working conditions in the industries subject to the Fair Wage program. These include construction, janitorial services and security guard services.

During fiscal 1981/82, a survey of wages and working conditions in the residential construction industry was completed by the branch's Statistical Unit.

Labour Relations and Collective Bargaining

This section is responsible for research and information activities in the area of labour relations and collective bargaining, including operation of the Collective Agreements Library.

During the year, this section continued to supply the Ontario Labour Relations Board and the Ontario Conciliation and Mediation Services with information on their case activities and with the statistical analyses necessary for them to control and evaluate their operations. The data are compiled monthly, quarterly and annually and provide information on the volume of cases being processed, received and disposed of, backlogs and the time taken to process cases from filing to disposition.

The section monitors an average of 300 board cases and 350 Conciliation and Mediation Branch cases per month to collect information on a wide range of aspects of the cases.

The Labour Relations and Collective Bargaining section, in conjunction with Labour Canada, prepares a monthly report on collective bargaining settlements which summarizes the changes in wages and benefit provisions negotiated in the province in collective agreements concerning 200 or more workers. This jointly prepared report is for the use of management and union negotiators and the ministry's conciliation and mediation officers.

In addition to the monthly summaries, the section prepares a quarterly report on wage developments derived from the monthly summaries. The report shows negotiated changes in base wages in both cents-per-hour and percentage terms on an average annual and contract year basis. Separate tabulations are provided for agreements without cost-of-living clauses and for those with such clauses. The data for settlements with cost-of-living

clauses do not include additional increases that might be generated by the operation of the clause during the term of the agreement.

The section carried out continuous analysis of the most commonly negotiated provisions in agreements covering 200 or more employees, with the exception of construction industry agreements, and also in all agreements in the public sector, regardless of the number of employees covered, except teachers' agreements. The analyses are used in many areas of the branch's research activities by the ministry's conciliation and mediation officers and by management and union negotiators involved in the bargaining process.

Collective Agreements Library

The library maintains a file of collective bargaining agreements, arbitration awards and related health, insurance and pension plans covering Ontario employees. The primary purpose of the library is to bring together, in a central location, all collective agreements and related documents covering Ontario employees, regardless of legislative jurisdiction; to keep the file current; and to make it available for collective bargaining and research and for administrative purposes by branches of the Ministry of Labour and other ministries. At the end of the fiscal year, the library contained more than 8,200 collective agreements and 3,700 separate health insurance and pension factors covering more than 1,364,000 Ontario employees in industries under federal or provincial jurisdiction.

During the fiscal year, the library staff helped approximately 5,050 visitors representing management, labour unions, industrial relations consultants, law firms, government agencies and the general public to obtain information from the documents on file. Agreements and other materials were used on 15,700 occasions by these visitors. In addition, the staff answered more than 4,500 telephone requests for information which involved searches of 6,010 agreements for data on wage rates, fringe benefits and working conditions.

The Collective Agreement Library's staff consists of a supervisor and four clerks.

Regular publications of the Labour Relations and Collective Bargaining Section include:
Collective Bargaining Settlements and Negotiations in Ontario **(monthly)**
Wage Developments in Collective Bargaining Settlements in Ontario **(quarterly)**
Collective Agreements Expirations **(annually)**
Hours, Wages and Related Payments in the Ontario Construction Industry

Ministry Library

The ministry library contains over 70,000 books and reports and subscribes to 1,500 journals. These materials cover all major labour issues, especially those pertaining to the Ministry of Labour's programs. The library serves ministry personnel, and the general public may use the facilities for research purposes.

The library has a staff of 17, of whom six are professional librarians. Each of the reference librarians specializes in one of the following fields: industrial relations, manpower and employment, occupational health and safety, human rights, women's issues and handicapped.

The library answered over 5,800 reference inquiries from both ministry and non-ministry personnel and carried out 375 specialized on-line computer searches for ministry staff. It indexed 8,100 periodical articles and filled 18,100 requests for articles from the library bulletins. Over 13,500 items were borrowed and the library filled 1,500 inter-library loan requests.

1981/82 Publications/Ministry Library

Library Bulletin:
Occupational Health and Safety (monthly)
Library Bulletin:
Labour Relations, Employment and Human Rights (monthly)
Occupational Health and Safety Topics (irregular)
Labour Topics (irregular)

Employment Standards Branch

John Scott
Director

1981/82 Activities

The Employment Standards Branch provides protection for approximately three and one-quarter million Ontarians in the area of minimum wages and basic working conditions.

The Employment Standards Branch is responsible for the administration and enforcement of:

- the Employment Standards Act
- the Industrial Standards Act
- the Fair Wage Schedules on Government Contracts, and the Employment Agencies Act

The branch consists of field investigative regions, the director's office and sections for administrative services, head office enquiries, employment agencies, legislative interpretation, program development and management information, for a total staff of 141.

Employment Standards Act

The primary aim of the Employment Standards Act is to prevent exploitation of unorganized employees by ensuring that they are protected with respect to minimum wages and working conditions.

The branch resolves claims made by employees and also conducts investigations of selected employer groups across the province.

Employers are encouraged to comply with the legislation on a voluntary basis through public speaking engagements and special seminars conducted on employers' premises, advertising and distribution of literature.

During 1981/82, public appearances by the branch totalled 178, of which 20 were with the participation of the branch's equal pay staff. These public appearances included 21 seminars arranged in conjunction with community colleges for business personnel. In total, these appearances were attended by 1,725 employers, 2,159 employees, 1,424 students and 276 others.

Intake and Inquiry

During 1981/82, the branch registered 15,629 new claim files for investigation, involving 17,852 signed complaints from claimants. Some of these claims were taken in the course of the 27,559 personal interviews conducted on ministry premises; others were received by mail.

In addition, the Head Office Telephone Enquiries unit and the regional office staff endeavoured to provide efficient, courteous and helpful responses to 565,553 telephone requests for information. Four thousand, six hundred and sixty-one written responses were sent in reply to general inquiry letters.

Investigations

During 1981/82, the branch conducted 14,754 investigations under the Employment Standards Act. Collections were made on behalf of 20,795 employees for a total of $5,331,472.

A comparative breakdown of these and other statistics may be found at the end of this report.

Employment Standards – Referees

The Employment Standards Act provides for a review of an order made by an employment standards officer against an employer. The appeal is heard by a referee selected from a panel of referees appointed by the minister.

This year, 294 applications for review of an order were received. Hearing results for 202 cases were obtained from referees; in these cases, the officers' orders were overturned in 23 reviews, varied in 36 and confirmed in 143. (See Table of Appeals).

A referee may also be appointed by the director to hold a hearing into situations where the director is of the opinion that an act, agreement or arrangement has been made to defeat the purpose of the Employment Standards Act.

Agricultural Industry Advisory Committee

This committee advised the Minister of Labour on matters relating to the application of employment standards legislation to agricultural workers and the development and modification of employment standards appropriate to the agricultural industry and its different sectors. The committee is composed of representatives from both farm owners and farm workers.

Industrial Standards Act

The Industrial Standards Act provides a means whereby employees and employers may jointly request a schedule of working conditions for their particular industry. It is now being utilized by the garment and fur industries. When the schedule has been prepared and accepted by both groups and has been approved by the ministry, the schedule becomes the standard for that industry or trade in a designated zone.

The schedules made under the Industrial Standards Act are generally administered by an advisory committee consisting of representatives from labour and management. All matters are subject to the approval of the director of the Employment Standards Branch. During 1981/82, one schedule was amended, while two others were in the process of being amended.

Advisory Committees Industrial Standards Act

Advisory committees are appointed under the Act to hear complaints of employers and employees and generally to assist in carrying out the purpose of the legislation.

There are presently four advisory committees, all in the garment industry and all with province-wide schedules. They apply to the Fur, Ladies' Cloak and Suit, Ladies' Dress and Sportswear and Men's and Boys' Clothing industries.

These four industries manufacture products that are competitive province-wide, and because of this, the advisory committees are authorized to assess employers and employees in order to provide funds for administering and enforcing their schedules across the entire province. Each committee provides its members with financial statements and a general report on committee activities on an annual basis.

Fair Wage Schedule on Government Contracts

The Fair Wage Schedule on Government Contracts ensures fair labour rates for employees working on government projects in the construction, building-cleaning and security industries, and protects contractors from unfair competition based on labour costs when bidding on government contracts. Before tenders are invited for specific projects, a government ministry must obtain guidelines from the Employment Standards Branch on the minimum wage rates for each job classification and the maximum hours of work.

During 1981/82, fair wage provisions were included in 442 contracts which had an estimated value of about $295,500,000.

Employment Agencies Act

The purpose of the Employment Agencies Act is to provide for the licensing and regulation of employment agencies in Ontario. 'Employment Agency' is defined, in part, under the Act, as the business of procuring for a fee, reward, or other remuneration, persons for employment or employment for persons.

Class A employment agencies are prohibited from charging a fee for any service rendered to any person procured for employment. In classes B, C and D, the persons for whom work is found may be charged a fee not greater than the limitations in regulations under the Act.

During 1981/82, the branch was involved in a review of the operating practices of employment agencies with respect to allegations that discrimination was being practised by some agencies. The ongoing review, which has involved considerable consultation with industry representatives, is examining means to effectively prohibit such practices, and, in addition, is dealing with a number of housekeeping issues.

Assessments Collected*

	Amount Collected $		No. of Collections by Individual Standard		Employees Benefited Financially by Individual Standard	
	1980/81	1981/82	1980/81	1981/82	1980/81	1981/82
Minimum Wage	83,453	118,258	340	505	615	865
Overtime	1,288,138	847, 894	1,036	1,108	5,806	4,132
Public Holidays	422,930	317,291	715	680	4,066	2,895
Vacation Pay	1,063,004	1,057,825	7,402	7,215	17,074	13,624
Equal Pay for Equal Work	216,648	331,561	41	66	386	749
Benefits	467	8,561	3	27	3	91
Pregnancy Leave	7,182	25,576	9	15	10	15
Termination Pay	1,859,883	974,159	2,127	1,992	3,132	2,274
Severance Pay	N/A	28,804	N/A	2	N/A	17
Collection of Wages	1,134,863	1,618,651	4,377	4,356	6,162	6,997
Fair Wage on Gov't. Contracts	78	2,668	2	5	2	26
Industrial Standards	135	224	1	1	2	1
Total	**6,076,781**	**5,331,472**	**16,053**	**15,972**	**37,258**	**31,686**

	No. of Collections		Employees Receiving Financial Benefits	
	1980/81	1981/82	1980/81	1981/82
	9,820	9,691	24,986	20,795

**Does not include monies collected as a result of court actions (less than 1%)*

Court Action

	1980/81	1981/82
Cases Prosecuted	11	11
Results		
Cases Dismissed	1	1
Cases Withdrawn	5	2
Cases with Conviction	4	7
Cases Settled before Trial	1	1

Appeals

	1980/81	1981/82
Appeals Received	251	294
Results		
Order Confirmed	89	143
Employer Upheld	17	23
Order Varied	19	36
Appeal Withdrawn	28	67
Total	**153**	**269**

Permits

	1980/81	1981/82
Overtime Permits	492	504
100 Hour	229	211
Special	263	293
Handicap Work Permits	115	72
Individual	57	47
Group	58	25
Homeworker Permits	258	165

Fair Wage Schedule

	Number		Value ($)	
	1980/81	1981/82	1980/81	1981/82
Schedules included in contracts let by Provincial Ministries				
Construction	874	774	405,751,506	287,243,799
Building cleaning and security	191	168	7,063,460	8,211,272
Total	**1,065**	**942**	**412,814,966**	**295,455,071**
Schedules Updated	91	83		

Employment Agency Licences

	Initial		Renewal		Total	
Class	**1980/81**	**1981/82**	**1980/81**	**1981/82**	**1980/81**	**1981/82**
A	183	56	571	724	754	780
B	10	6	5	10	15	16
C	1	0	1	1	2	1
D	9	2	15	21	24	23
Total	**203**	**64**	**592**	**756**	**795**	**820**
Revenue					**92,925***	**184,200**

**Revised*

Handicapped Employment Program

Barbara Earle
Manager

The Handicapped Employment Program (HEP) was established in September 1978 to maximize employment opportunities for physically handicapped citizens in the private sector. The program accomplishes this objective through the provision of:

Employer Consulting Services

The program advises employers developing programs to increase employment and retention of disabled persons. It:

- contacts employers and responds to employer requests for advice;
- sponsors local conferences;
- provides information packages and technical advice;
- arranges awareness seminars;
- links employers to local agency and professional services;
- facilitates union/management co-operation in joint problem solving.

Examples of the steps taken to date by employers to introduce model practices include:

- holding awareness training sessions for recruiters, managers and co-workers;
- establishing outreach recruitment systems;
- developing retention, retraining and re-employment programs;
- improving hiring and supervisory practices;
- reviewing practices with respect to pre-employment medical examinations and the keeping of medical records;
- studying insurance, pensions and benefits implications of increased employment of disabled persons;
- developing physical demands analyses of jobs;
- increasing physical accessibility of facilities;
- reviewing health and safety practices for disabled workers;
- exploring applications of new technologies, job redesign, aids and adaptations to increase employment opportunities and productivity of disabled workers.

Local Projects

Success in matching disabled job seekers to available employment opportunities requires a detailed knowledge of local job opportunities as well as an inventory of the variously disabled persons seeking employment. Local co-ordination of transportation, aids provisions, referral to employment, professional services to employers, etc. are also required for success. Therefore, one of the major initiatives of HEP has been to develop models for local action aimed at co-ordinating employment-related resources already existing in communities.

Information Centre/Information Services

In order to stimulate and support such initiatives as employer action and local project activity, HEP provides, through its information centre, a variety of information packages, resource materials and links to local sources of expertise. Staff assist with awareness sessions for employers, disabled persons, agencies, educators, the public, etc. The information centre is also an important resource for the program's developing professional outreach initiative, and for its support to the educational initiatives of organized labour.

Professional Outreach

HEP has recognized the key role played by health professionals and paraprofessionals in facilitating disabled employment, and has developed a professional outreach initiative to enhance co-ordination with, and information flow to, professional organizations. This initiative focuses on:

- developing professional awareness of disabled employment issues;
- increasing linkages between professionals and local service networks;
- engaging in co-operative planning and mounting joint projects with professionals to assist employers in increasing employment and retention of disabled persons;
- undertaking research projects related to the role of professionals in the employment of disabled persons.

Research, Policy Development, Interministerial Co-ordination

HEP also undertakes research projects focusing on specific barriers to employment and means of increasing employment opportunities.

The program participates in a number of interministerial co-ordination initiatives/study groups. HEP prepares and reviews policy proposals and advises the Minister of Labour on matters affecting employment opportunities for disabled persons.

1981/82 Activities

Internal Program

HEP manages an ongoing internal program of equal opportunity for the physically handicapped within the Ministry of Labour. HEP provides support to the Civil Service Commission in the development of a government-wide program of equal opportunity.

The Handicapped Employment Program had a complement of eight during 1980/81, including one manager, five handicapped employment consultants, one information clerk and one receptionist secretary. Several additional contract staff were hired to assist the program to meet the extra workload demands of the International Year of Disabled Persons.

Hamilton Project

During the fiscal year 1981/82, the Hamilton Affirmative Action Project for the Physically Disabled entered its third and final year. The project is a joint initiative of the Ontario Ministry of Labour and the Ontario March of Dimes. It began in August 1979 and runs to August 1982. Its purpose is to develop and test a model approach for co-ordinating community resources to support local employers in their efforts to increase employment and retention of disabled people. Following project completion, HEP will continue to be active in Hamilton, as in other parts of the province, and will further develop its ongoing services to communities based on the Hamilton project experience.

During the first two years of the project, several local structures emerged, including an advisory board, a project co-ordinating committee, an employer consulting team (to provide advice and co-ordinate professional/technical support to employers developing programs) and a unified placement service (to inform local placement agencies of job vacancies). Since the fall of 1981, the project advisory board and project participants have been planning the establishment of a Community Council on Employment of the Disabled.

Project activities during 1981/82 included:

- Conferences and workshops for 75 employers, with individual follow-up meetings with employers, arranged by the employer consulting service. Seminars included a management skills workshop on physical demands analyses of jobs, and on barrier free design.
- A seminar on physical demands analysis was provided for local agency and consumer representatives.
- Plans for an employment and self-help workshop to be held in the summer of 1982 for Hamilton disabled job seekers.

A report on the progress of the Hamilton project is available from the program.

Toronto Activity

Since March 1981, 59 large Toronto employers have undertaken to develop positive employment programs, using HEP services for assistance. The program has provided support to the Personnel Association of Toronto in holding several awareness seminars for their members.

HEP staff have followed up with 91 employers who attended the Ontario Welfare Council's conference on employment and the disabled in September 1981, to assist

them in undertaking initiatives to increase disabled employment. HEP was a member of the planning committee and provided a workshop for the conference 'Removing the Barriers' organized by the Canadian Rehabilitation Conference for the Disabled held in Toronto in March 1982.

Municipal Programs

HEP has provided information and consulting services to 11 municipalities and boroughs in support of their initiatives (Windsor, City of Toronto, Metro Toronto, London, North York, Prescott, Kitchener, Etobicoke, Kapuskasing, Durham and Hamilton).

Province-wide Information Services and Consulting Services

HEP has:

- responded to approximately 1,700 other employers from Toronto and across the province seeking information and assistance in developing efforts to increase employment and retention of disabled persons;
- granted funds to the Ontario Federation of Labour to produce a brochure on disability for union locals;
- provided support to eight regional planning committees developing local initiatives to increase disabled employment;
- provided information support to 36 conferences, seminars and regional awareness days held by voluntary agencies, consumer groups, educators, municipalities, trade unionists and professionals;
- distributed approximately 20,000 information kits and 12,000 posters;
- expanded the collection of materials held in the information centre in order to serve more adequately employers, disabled persons, organized labour, agencies, professionals, educators and the public.

Professional Outreach

Services have been tailored to the needs of individual professional associations undertaking initiatives to support increased employment and job retention of disabled persons (Ontario Medical Association, Ontario Society of Occupational Therapists, Ontario Physiotherapy Association, etc.). The program is presently working with eight associations.

Joint association/HEP objectives include sensitization in assessment situations, support of consumers' need for independence, exploration of professional roles and responsibilities, etc.

In November 1981, HEP and the Ontario Society of Occupational Therapists and the Ontario Physiotherapy Association jointly sponsored a conference entitled 'Shared Perspectives' – 75 professionals were in attendance.

A seminar for physicians was jointly sponsored by the OMA and HEP in February 1982, and 50 physicians attended. It was designed to involve physicians in local education/awareness efforts for fellow MDs, concerning their role and responsibility in the enhancement of employment opportunities.

On March 12, 1982, a seminar, attended by 80 professionals, on 'The Acute Care Setting – Its Role in Rehabilitation' was jointly sponsored by HEP and Sunnybrook Medical Centre.

In addition to these major events, other programs included conference presentations, the establishment of an ongoing occupational therapist/physiotherapist interest group growing out of the 'Shared Perspectives' conference, presentations to professional educational facilities and to rehabilitation and hospital settings.

Developmental work has begun on a study, with a steering group composed of the Handicapped Employment Program, the Ontario Human Rights Commission, the Workmen's Compensation Board and the Occupational Health and Safety Division, to be undertaken on the subject of functional capacities assessment techniques used by health professionals to establish fitness for work, job matching and retention.

Staff distributed information concerning health professional services in information kits for employers, job seekers, educators and professionals.

Research, Policy Development, Interministerial Co-ordination

HEP undertook the following research projects to examine barriers to employment/means of increasing employment opportunities:

- development of an approach for analysing the physical demands of work and incorporating such assessments into regular job descriptions;
- preliminary investigation of current techniques for assessing the capacity/fitness of an individual to work, and production of a discussion paper on functional capacities assessment, as a basis for a major study of techniques, to be undertaken in 1982/83.

HEP also participated in a number of interministerial task forces and committees with relevance to disabled employment.

Ministry of Labour Internal Program

A program to increase employment of disabled persons within the Ministry of Labour.

New initiatives include:

1. Incorporation of physical demands analyses in 20 ministry entry level positions.
2. Awareness workshops, information and follow-up provided to government personnel staff in the Ministry of Labour and other ministries.
3. Development of information materials re developmentally, perceptually and emotionally handicapped.

Public Service

HEP provides employment-related information, advice and referral services to individuals contacting the program. HEP performs an outreach recruitment function to increase employment of disabled persons within the ministry. *Informally*, HEP also undertakes placement activity, where possible, to private sector jobs or opportunities in other ministries, to fill a demonstrated need for service by disabled job seekers not served by vocational and rehabilitation services, Workmen's Compensation Board, Canada Employment and Immigration Commission or voluntary agencies. Where possible, HEP refers job seekers to these agencies for assistance.

During 1981/82, approximately 1,000 resume and job search guidelines and consumer information kits were distributed to disabled job seekers.

Results of placement activity:

- Approximately 200 resumes on file.
- Approximately 250 handicapped job seekers interviewed.
- By referral, 101 persons gained employment in the private sector and eight were hired by other ministries.
- Three handicapped persons were hired within the ministry.

Experience Program

HEP developed an Experience '81 Program which employed 26 students (14 disabled) in 23 employment-related projects across the province.

French Language Services

Stephane Grenon
Co-ordinator

Since September 1981, the Co-ordinator of French Language Services has been a full-time position reporting to the Assistant Deputy Minister, Program Analysis and Implementation, with duties divided between the Ministry of Labour and the Workmen's Compensation Board.

The co-ordinator liaises with all branches, boards and commissions of the ministry and interacts frequently with francophone groups and other organizations, as well as with the public at large, to provide information about ministry programs and services. He also advises senior ministry staff on the implications of government and ministry policies regarding French language services and is a member of an interministerial committee of full-time co-ordinators.

A plan to improve French language services is nearing completion.

Branch heads, in consultation with the co-ordinator, are responsible for the implementation of French language services for their branches.

The office of the co-ordinator of French Language Services has a complement of two: one co-ordinator and one part-time secretary.

Finance and Administration Division

***R. Burak** **
Executive Director

Finance Branch

G.A. Webster
Director

The Finance and Administration Division is responsible for providing administrative support for the operating branches of the ministry. The support activities consist of Administrative Operations, Finance, Information Services, Internal and Management Audit, Personnel, Systems and ADP.

The Finance Branch provides a complete range of accounting and financial advisory and consultative services to management, employees, customers and suppliers of the Ministry of Labour. The branch liaises with all other branches of the ministry, Management Board Secretariat, the Provincial Auditor and all other ministries.

There are five program areas:

- Administration
- Revenue
- Financial Planning and Control
- Accounts Payable
- Payroll

Administration

This service includes the provision of accounting, financial advice and consultation as required.

Revenue

In addition to recording, depositing and reporting all revenue received, this section also administers the accounts receivable system.

Financial Planning and Control

This section co-ordinates and compiles the ministry's 'Managing by Results' submissions, compiles estimates and prepares the annual budget, controls and reports on expenditures and prepares monthly financial reports and statements.

* Rita Burak was appointed Executive Director on June 29, 1981, replacing D.J. Morgan, who accepted a position with the Workmen's Compensation Board on May 20, 1981.

Personnel Branch

N.E. Mayne
Director

Accounts Payable

This section administers the processing and payment of suppliers' invoices, employee travel expenses and internal financial transactions.

Payroll

In addition to providing regular payroll services, this section is responsible for employee attendance credit reports.

The branch complement during 1981/82 was 38.

1981/82 Activities

	General Expenditure	General Revenue
Ministry Administration	$10,111,000	$ 21,000
Industrial Relations	3,723,000	26,000
Women's Programs	1,154,000	–
Occupational Health and Safety	29,181,000	6,548,000
Employment Standards	4,207,000	277.000
Manpower Commission	1,446,000	–
Human Rights Commission	4,137,000	–
Labour Relations Board	3,417,000	9,000
Credits	–	95,000
Total	**$57,376,000**	**$6,976,000**

The role of the Personnel Branch is to provide a variety of human resource management services for all areas of the ministry. These services include staffing, compensation and staff relations, training and staff development and employee counselling as well as the related processing and records maintenance functions.

The branch operates under the authority of the Public Service Act and regulations, the Crown Employees Collective Bargaining Act and the Collective Agreement, and is responsible for their administration.

Each section of the branch is responsible for a specific set of ongoing activities.

Staffing

This section is responsible for all aspects of the staffing process for all vacancies in the ministry. This includes preparing job advertisements, screening applications, chairing selection interview boards and acting as consultants to ministry management on the staffing process. This section is also responsible for co-ordinating the ministry's summer student employment program.

Compensation and Staff Relations

This section is responsible for all aspects of wage and salary administration including job evaluation, organizational structuring and the provision of advice to management and employees on the compensation process. This section is also responsible for the ministry's staff relations program including administration of the collective agreement, grievance resolution and consultation with management and staff on industrial relations matters.

Staff Development and Training

This section is responsible for the training and development activities of the ministry including the development and operation of in-house courses, the administration of the ministry's tuition assistance program and the provision of academic and career counselling services. The section is also responsible for the development and co-ordination of the ministry's Performance Appraisal program and consultation with management and staff on all section activities.

Employee Benefits

This section is responsible for the administration of the ministry's employee benefits program. Activities include providing advice and information on employee benefits to employees and management, resolving personal problems and conducting the ministry's pre-retirement program. This section is also responsible for conducting exit interviews on terminating employees and for co-ordinating various charity appeal programs.

The Personnel Branch had a complement of 20 during 1981/82.

Staffing

During the latter part of 1981/82, the ministry reduced its planned level of staffing in order to implement the government's corporate manpower strategy. The staffing section was also actively involved in assisting the placement of surplus staff from other ministries.

The ministry conducted a successful student work week and high school co-op program involving 56 students.

Summer Students

The ministry sponsored 16 summer programs under Experience '81, employing 256 students in areas of personnel, manpower planning, media, women's issues, etc. It also included a successful pilot project for unemployed young people in the downtown city core affiliated with the Race Relations Division. Also 55 students were placed in industrial relations with various industry and union sponsors. Additionally, 106 students were hired for the Ministry of Labour summer replacement program to cover staff vacations.

Compensation and Staff Relations

The Compensation and Staff Relations section assisted in organizational reviews of several branches in the ministry. This section was involved in the corporate review of all positions in the Office Services and Clerical Services categories.

Considerable time was spent in the development of the new Occupational Health and Safety Inspector class series as well as significant input into the development of the Occupational Hygienist series.

This section actively participated in the Staff Relations Supervisory Training Courses and provided management and staff with ongoing interpretation of the Collective Agreement and consultation on staff relations matters.

Systems and ADP Branch

W.H. Lehman
Director

Staff Development and Training

This section experienced increases in program activities, particularly in the tuition assistance and in-house parts of the program. Management training in staff relations and performance appraisal were major initiatives during the year. New programs were developed and conducted in efficient reading and sign language. Some preliminary research was completed on the use of micro-computers for training as well as section records maintenance.

Employee Benefits

This section continued its major activities such as new employee orientation program and visits to district offices. Significant increase in workload occurred in relation to counselling for early retirement and interpretation of guidelines for the Home Owner Relocation Plan. Other significant areas of counselling workload involved Short Term Sickness Plan and Long Term Income Protection and personal problems.

The Systems and ADP Branch serves all aspects of client needs in the areas of systems development, design, implementation, maintenance and data processing. Systems activity is very often involved in the legislative process pertaining to acts and regulations inherent in user programs. Areas of activity in general can be categorized as follows:

- Commercial systems involving management information on activity and control of various program managers' systems, including accounting and personnel applications.
- Scientific and research applications for studies and surveys requiring evaluation and statistical analysis in the fields of occupational health and safety, labour relations, work force activity and collective bargaining.
- Consultative services regarding concepts, technical feasibility and cost/benefit analysis.
- Office of The Future technology such as word processing, mini-computers and terminal facilities.

The branch objectives are:

- to provide clients with viable systems, equipment and/or procedures that will meet their needs, observing cost/benefit, user requirements and legislation within the limits of resources available.
- to apply professional project management techniques that will make provision for control, progress reports and quality review of all projects undertaken.
- to document major systems to ensure that they can easily be maintained or revised as necessary.
- to be accountable for resources and expenditures.

The branch complement during 1981/82 was 36.

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Administrative Operations Branch

1981/82 Activities

R.R. Hogarth
Director

New Development and Maintenance Projects on about 40–60% Ratio

Research Branch	25-30	(continuous)
Manpower	5-10	(new)
Occupational Health and Safety	7	(4 new)
Injury Statistics	10-12	(continuous)
Human Rights	2	(ongoing)
Women's Bureau	2	(ongoing)
Administration Division	3	(integrated Financial System new and ongoing)
Ministry of Consumer and Commercial Relations	7	(ongoing – planned to cease late 1982/83 fiscal year)

Budget

Gross	$1,282,963
Recoverables:	
Ministry of Consumer and Commercial Relations	223,095
Net Labour	**$1,059,868**

Processing Volume

Input approximately (Records)	2,799,734
Jobs submitted to QPCB	15,562
Output approximately	29,604,247 lines printed

The Administrative Operations Branch provides administrative support services to the ministry's line and staff operations in the head office and 12 district office locations, plus nine Mining Health and Safety Branch offices located throughout the province, and two laboratories.

Support services provided include records management, purchasing, inventory control, warehousing and supply, reprographics, mailing, office accommodation and transport.

Administrative support is provided to the Ministries of Consumer and Commercial Relations in those district offices where premises are shared.

Reporting to the executive director of Administration, the director of the Administrative Operations Branch is assisted in the operation by a records manager and three records officers, three purchasing officers, a supervisor of office services, a supervisor of reprographics, an accommodation officer, 12 district office administrators and 86 clerical and technical staff.

Information Services Branch

1981/82 Activities

J.W. Preiner
Director

During 1981/82, the alteration/leasing program was continued to provide accommodation for a growing ministry. In many locations, alternative or enlarged premises were required. In conjunction with the Ministry of Government Services, some of the field locations were relocated and an alteration program implemented and/or completed. The scope of the accommodation program has dictated that it be carried over into the 1982/83 fiscal year.

The new laboratory facilities for the Occupational Health Branch were taken over and put into operation in April 1981. These facilities were negotiated and co-ordinated by Administrative Operations on behalf of the Occupational Health and Safety Division.

The growth in the workload of the reprographics unit continues. The trend, which began after all headquarters operations were finally housed at 400 University Avenue in Toronto, is such that the projected volume for 1982/83 is 18,000,000 impressions.

The complement increases within many of the ministry's operating branches, boards and commissions, have resulted in increased workloads in all areas of Administrative Operations Branch activities. Procedures and staff levels will be constantly under review in the 1982/83 fiscal year to ensure that a proper level of support is maintained.

Bilingual clerical support staff have been recruited or trained for all those district offices designated as bilingual or where the French language is requested by the client group.

The Information Services Branch administers an ongoing program of two-way communication between the ministry and the general public in order to faciliate the achievement of ministry goals. In fulfilling this mandate, the branch provides the following services:

Consultation

Branch staff advise senior ministry staff, including the minister, deputy minister and assistant deputy ministers on the communications implications of ministry policies, programs and initiatives.

Planning

An integrated communications component is essential to the achievement of program goals. Branch staff identify communication needs and develop advertising, public relations and promotion programs to assist in the achievement of these goals.

Implementation

Branch staff are responsible for implementing communication programs designed to inform the ministry's client groups of the philosophy, policies and programs of the ministry. They prepare speeches and news releases, pamphlets, brochures and other printed material, exhibits and audio-visual aids. They also manage the ministry's advertising program and assist in the presentation of seminars.

At the end of the fiscal year the branch had a complement of 11.

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Audio-Visual

The branch co-produced two slide-tape programs for the Mining Health and Safety Branch on testing for silica exposure in mines. The programs were designed as a training aid in the proper compliance with the new regulations.

A series of videotape presentations has been developed for seminar and training purposes for several line branches.

The branch prepared and produced audio-visual aids to assist several branches in the Occupational Health and Safety Division with special presentations, as well as the Employment Standards Branch's communications program.

Media Relations

Sixty-four press releases were issued.

The District Media Liaison Representative system, by which an officer in each district office acts as liaison between the local media and the ministry, continues as a very effective extension of the media relations functions.

The daily tape-recorded 'Datebook' telephone service continued to provide useful news information for the news media.

Students Working in Media (SWIM) an Experience '81 project was continued and expanded. Ten journalism students were placed with media sponsors for a period of 14 weeks. Students specialized in Ministry of Labour related topics.

Advertising

The long-term educational program in support of the Ontario Human Rights Commission's efforts in the area of race relations was continued, advertising the theme 'Together We Are Ontario'.

The concept of joint responsibility for the identification and elimination of health and safety hazards in the workplace was continued, using the medium of radio, trade journal and transit advertising. Announcement notices regarding regulations for designated substances (lead and mercury) were published in Ontario newspapers.

Announcements were published in Ontario rural newspapers and farm publications of increase in minimum wage for agricultural workers – notices of proposed amendments under the Industrial Standards Act pertaining to Ladies' Dress and Sportswear and Ladies' Cloak and Suit industry appeared in selected Ontario daily and weekly newspapers and in the ethnic press.

On a corporate basis, an advertisement: 'We're Working on Better Ways to Work with You', described ministry co-operative programs.

Publications

The branch edited and co-ordinated the production of the following new brochures/publications:

Your new Occupational Health Laboratory – brochure describing facilities and services of the new laboratory.
Occupational Health in Ontario – Occupational Health journal – four issues
Guide to the Occupational Health and Safety Act – French, Italian, Portuguese
Regulations respecting Lead – made under the Occupational Health and Safety Act – pocket version
Regulations respecting Mercury – made under the Occupational Health and Safety Act – pocket version
White paper on the Workers' Compensation Act – sets out the government's proposals for change in the compensation system in the province.
Towards Safe Production – (2 Volumes) – Report of the Joint Federal-Provincial Inquiry Commission into Safety in Mines and Mining Plants in Ontario.
Employment Facts for Ontario Students (English and French) – brochure describing student minimum wages and working conditions.
Women's Bureau Newsletter – 2 issues
Your Rights as a Worker in Ontario – Vietnamese and Punjabi.
Women's Bureau poster – *I Want to Be an Engineer Just Like My Mom.*
Library Services brochure – describes services provided by the ministry library.
Certification by the Ontario Labour Relations Board – brochure describing certification procedures and requirements under the Labour Relations Act.
Rights of Employees, Employers and Trade Unions – brochure summarizing rights under the Labour Relations Act.

Guide to the Use of Media – a directory of Metro's media, including names of contacts and a suggested media strategy.
Guide to Race Relations Organizations – a directory of race relations organizations in Metropolitan Toronto.
Human Rights in Ontario – Cree
Human Rights Compliance Procedures – brochure, English and French.
Affirmation – Human Rights Commission newsletter – 4 issues.
Ministry of Labour Annual Report 1980/81.
Third Annual Report of the Advisory Council on Occupational Health and Occupational Safety 1980-81.
Fifth Annual Report of the Government of Ontario Affirmative Action Council 1980-81.
Ontario Human Rights Commission Annual Report 1980-81 – English and French.

The following publications were revised and updated:

Guide to the Employment Standards Act – English
Guide to the Employment Standards Act – French
Guide to the Labour Relations Act
Ontario Women's Bureau – general brochure
Career Selector, Science and Technical
Career Selector, Trades and Industry
Employment Standards abstract posters – English and French

The branch also co-ordinated the reprinting of approximately 70 other brochures and publications.

Translation Co-ordination

The branch arranged for translation of a variety of ministry letters, publications and documents into various languages.

Conferences, Seminars and Exhibits

The branch assisted in arrangements for a display at the IAPA Annual Conference and Women on the Go exhibit.

The Ontario Quality of Working Life Centre

Dr. Hans van Beinum
Executive Director

Since its establishment in December 1978, the Ontario Quality of Working Life Centre has made considerable progress towards the fulfilment of its mandate. The centre's mandate, to promote and support the enhancement of the quality of working life of people in Ontario, has been developed through three major areas of activity:

- the initiation, implementation, monitoring and evaluation of quality of working life projects in joint union-management settings;
- the education and training of individuals and organizations in quality of working life approaches;
- the creation, collection and dissemination of written information to promote a broad understanding of and interest in QWL.

The centre has translated these three activity areas into a five-pronged program of field project work, education, information services, research and consultation. The primary thrust of the centre has been the development of quality of working life projects in Ontario based on the principles of joint involvement and shared responsibility between labour and management. The centre recognizes that attempts to improve the quality of working life can succeed only if all parties can learn to work together in areas where joint benefit is possible.

The centre staff currently consists of an executive director, five program co-ordinators, two administrative assistants and a network of external consultants and associates who expand the capacity of the centre as demand requires. The centre is governed by an advisory committee of eight labour and management leaders from across Ontario. The Deputy Minister of Labour, Mr. T.E. Armstrong, QC, is chairman of the advisory committee.

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1981/82 Activities

QWL Field Project Work

In its role of providing assistance to organizations in the development and continuation of QWL programs, the centre has become involved with several organizations in an ongoing consulting capacity. The centre is currently facilitating QWL field projects in 13 joint union-management work settings. These projects focus on changing the decision-making structures and the design of jobs within the workplace. In order to achieve a mix of projects, the centre is working within a range of different work settings in both the private and public sectors. Centre projects are underway in such diverse settings as: an engineering and drafting office, a nuclear refinery, an auto assembly-line plant, a synthetic rubber manufacturing plant, a wire and cable manufacturing operation, an engine casting plant, three retail food stores, a food warehouse and a maximum security mental health centre.

Education

Extensive education is seen as essential to the sustained development and diffusion of QWL within Ontario. Consequently, the centre has developed an education program to meet a wider range of needs. For instance, the centre held a number of regional, one-day introductory seminars in conjunction with community colleges throughout the province in order to raise public awareness of QWL. The centre also conducted an in-depth week-long course in socio-technical analysis and design for people already involved in ongoing QWL programs.

A major objective of the centre's educational program is to aid and reinforce the field projects. In this connection, a growing number of tailor-made workshops were held for field project participants over the course of the year.

Two ongoing networks have been initiated and supported by the centre – a network of unionists active in QWL in Ontario and a network of internal people who act as resources to ongoing QWL projects. These networks meet regularly and provide a forum in which participants can learn from each others' experiences and jointly explore topics of common interest. In addition, the centre initiated three meetings over the past year between union and management leaders in four ongoing QWL 'greenfield' sites in the province.

Information Services

The centre operates a service which provides the public with a wide range of information on QWL – ranging from basic introductory materials to highly specialized information provided in response to specific requests. The centre also publishes a quarterly news journal entitled *QWL Focus*, a series of occasional papers entitled *Issues in the Quality of Working Life* and is beginning a series of working papers on QWL. The centre provides speakers to groups and organizations wanting to learn more about QWL and has developed a portable display to introduce the quality of working life concept and the QWL Centre, which has been used at the centre's educational events and conferences.

Research

Although research is not one of the centre's prime objectives, it has funded some research in a number of important areas in the QWL field. In 1981/82, the centre funded a study on microprocessor technology and its effect on the quality of working life. This paper will appear as one of the centre's 'working papers'. As well, the centre has funded a study, being conducted by the Sarnia District Labour Council, of QWL from a union viewpoint. This study is still in progress.

Consultation

Centre staff assist individuals and organizations, on a daily basis, to increase their understanding of QWL, to assess its relevance for their own situation and to take the first steps in the development of their own QWL program.

Women's Bureau

Alison Roberts
Director

1981/82 Activities

The Women's Bureau was established in 1963 to improve the status of women in the labour force through research and public education. The bureau provides service to client groups through its central location in Toronto and its office in Thunder Bay, which began operation in August 1981.

The bureau's client groups include women's organizations, employers and employees, unions, educational institutions and community agencies. Issues demanding frequent attention (in letters and telephone calls) are pregnancy leave, affirmative action, equal pay, sexual harassment and the effects of microelectronic technology on women's employment. Statistics and information on women's issues are provided to the public and the media. In addition, the bureau prepares studies and policy recommendations relating to both legislation and enforcement for government consideration.

The bureau attains its objective through the delivery of service by three program sections – the Affirmative Action Consulting Service, Research and Information, and Community Outreach.

Affirmative Action

The Affirmative Action Section includes the Secretariat to the Advisory Council on Equal Opportunity for Women and the Affirmative Action Consulting Service.

The bureau's staff consists of a director, eight professionals and a clerical unit of nine.

Advisory Council on Equal Opportunity for Women

The Ontario Advisory Council on Equal Opportunity for Women was appointed in 1979 to advise the Minister of Labour and the Women's Bureau on the best methods of establishing affirmative action programs for women in Ontario. Council members, representing management and labour, share concerns and experiences and encourage the implementation of affirmative action programs among a broader range of employers and unions.

The council sponsored five regional meetings in London, Sudbury, Thunder Bay, St. Catharines and Kingston, at which various council members exchanged views and information with management, labour and community representatives concerning affirmative action for women. Participants from each community submitted briefs for discussion and transmission to the Minister of Labour.

The council provided assistance in the development of a questionnaire on affirmative action, which is distributed annually to employers.

The council lent support to a luncheon hosted by the Minister of Labour for chief executive officers of those companies represented at a previously held tripartite consultation in January 1981.

The council began the preparation of its *Three Year Report on Affirmative Action*, which describes council's progress to date and presents the views of members regarding the government's progress in promoting affirmative action in the private sector. The report will be submitted to the Minister of Labour in the coming year.

The Affirmative Action Consulting Service

The Affirmative Action Consulting Service encourages employers and unions to establish formal affirmative action programs for women in their organizations.

Since 1975, consultants have contacted 519 employers. As of March 31, 1982, ongoing assistance with regard to the implementation of affirmative action strategies was being provided for 175 major employers. In addition, the consulting service provides resources to organizations such as management consulting firms, and labour, professional and trade associations.

As part of a marketing strategy, the consulting service targets specific groups of employers to approach and assist. During the past year, these groups have included the hospitality industry, municipalities and boards of education.

The consulting service has established two employer networks for both private sector organizations and school boards to provide a forum whereby equal opportunity co-ordinators can exchange information regarding program implementation.

A survey of 309 employers who had no contact with the Women's Bureau was completed; this survey acted as a control for the one undertaken during the previous year of those employers who had been in contact with the Women's Bureau. The first survey indicated a significantly greater degree of involvement in affirmative action by employers with bureau contact (47.8 per cent) than did the control study of affirmative action involvement by employers who had not had contact with the Women's Bureau (15.5 per cent).

The consulting service has also worked in conjunction with the Ontario Human Rights Commission to assist employers who have agreed, through conciliation, to implement affirmative action programs.

Research and Information

The Research and Information Section identifies, researches and develops material on the factors which determine the status of women in the work force in Ontario and other jurisdictions. Issues addressed this year include pregnancy leave, day care, affirmative action, and the impact of micoelectronic technology on women's employment.

Statistical documentation of women's labour force activity is an ongoing function of this section of the Women's Bureau. Figures on female labour force participation rates, unemployment rates and on the number of women workers are compiled monthly. Other factors such as occupational distribution, union participation and child care arrangements are also monitored and the results published regularly in the fact sheet series entitled *Women in the Labour Force*. Statistical data are provided on request to a variety of groups and individuals, including the media, other government departments, educators and union officials.

The bureau responds to public requests for information, referrals, advice and assistance. It operates a resource centre open to the public for research purposes and maintains a lending film library to meet the expressed need for audio-visual material on women's issues. Extensive research is conducted on the status of working women in Ontario and the bureau's officers and director undertake numerous speaking engagements throughout the province.

A major function of this section is the development, co-ordination and distribution of the bureau's printed and audio-visual materials. As well, staff research and prepare background notes and papers both for public use and in the development of ministry policy with relevance to women and employment. Material is also prepared for submission by Ontario to Canadian documents which form a part of international discussion, e.g. the Organization for Economic Co-operation and Development (OECD) task force on the economic status of women.

Community Outreach

The Community Outreach Program provides a consulting service to those community and government organizations which offer career counselling to women. The program has a focus on women with special needs, such as native, immigrant and low-income women. The consulting service includes advice on non-sexist career counselling, labour legislation, and the development of employment and training programs for women.

The staff of this section work with representatives of the federal government and other provincial ministries to strengthen and further develop special skill preparation programs for women. These include Introduction to Non-Traditional Occupations for Women (INTO) and Women in Trades and Technology (WITT), which are delivered by several community colleges throughout the province and funded by Canada Employment and Immigration.

Through the Women's Bureau summer employment program, Experience '81, students were hired and placed with community organizations throughout Ontario. The goals of this program are to provide meaningful summer work experiences for the students, support to community-based organizations and employment-related assistance to the outreach client groups. Experience '81 projects included: counselling to immigrant and sole-support women laid off due to the closing of a textile plant in Kitchener; compilation of data on career options and educational opportunities for Franco-Ontario women; support and advocacy for women working in the skilled trades and research of employment needs for native women living in Toronto.

The bureau responded to the special needs of women in Northern Ontario by opening a branch office in Thunder Bay in September 1981; the office is staffed by a community outreach officer, and an initial major effort of this office has been the establishment of communication links with community and government organizations. Part of this effort has resulted in the development of a cable TV series on women in the work force.

Women Crown Employees Office

Barbara J. Speakman
Director

Publications

The Women's Bureau continually develops and updates a number of publications, which are distributed free of charge upon request. To better serve the needs of immigrant women, several of these publications are available in languages other than English and French.

New Publications

Design for Affirmative Action: A Guide for Boards of Education
Understanding Affirmative Action: A Glossary of Terms
Affirmative Action Survey Report and Summary – affirmative action activities reported by Ontario employers who have not had contact with the Women's Bureau.
A Comparative Study – affirmative action activities reported by Ontario employers who have had/who have not had contact with the Women's Bureau.
Poster – *I Want to Be an Engineer Just Like My Mom*
Newsletter – *'Sexual Harassment in the Workplace – A Social Problem', August 1981, Vol. 6, No. 2*

Revised Publications

Women in the Labour Force: Basic Facts
Women in the Labour Force: Child Care
Career Selector: Science and Technology
Career Selector: Trades and Industry

New Translations

Your Rights as a Worker – Punjabi
Your Rights as a Worker – Vietnamese

Audio-Visual Productions

Make It Happen: A film which examines female career choices resulting from traditional reward patterns.
Your Rights as a Worker: A slide-tape presentation on labour legislation designed to assist immigrant women.

Women Crown Employees Office (WCEO) was established in April 1974 to implement the recommendations of the 1973 Green Paper, Equal Opportunity for Women in Ontario: A Plan For Action, related to improving the status of women employed in the provincial government.

The long-term objective of the Ontario government's internal Affirmative Action Program is to raise the level and diversify the occupational distribution of women Crown employees. The WCEO is responsible for stimulating and facilitating government-wide policies and practices to achieve this objective and for monitoring and evaluating progress.

The WCEO's client group includes the ministries and Crown agencies of the provincial government and, through them, the women who work directly in the Ontario Public Service or are employees of Crown agencies such as the Workmen's Compensation Board.

The office has a complement of seven: a director, three program development officers, a program assistant and two support staff.

Experience '81

As part of the Ontario Youth Secretariat's Experience '81 Program, the WCEO offered a summer employment program which placed 10 students in various ministries to work on a wide range of affirmative action projects.

(continued on page 54)

Affirmative Action Program

1981/82 Activities

Beth Kendall
Program Manager

Monitoring and Evaluation

The WCEO collected and prepared information from each ministry and Crown agency for the Annual Report on the Status of Women Crown Employees. The office analysed each ministry and agency affirmative action plan and distributed a semi-annual data package to all ministries comparing the salaries and occupations of men and women in the Ontario government. Twice annually the office reports results achieved to the cabinet and to Management Board of Cabinet. The office also conducted a review of the re-evaluation of personnel policies, practices and priorities integral to the program.

Technical Assistance and Program Support

Resource materials on affirmative action by the WCEO provided technical advice and assistance to ministries and Crown agencies as they developed and evaluated affirmative action plans. The office provided the following technical assistance packages for the Affirmative Action Program managers: Management By Results (MBR) Technical Assistance Package and Planning Tools, A Guide to Affirmative Action Hire/Promotion Targetting and Handbook for Affirmative Action Program Managers. It also conducted two workshops for Affirmative Action Program managers on the preparation of affirmative action plans using the management by results (MBR) process and arranged two workshops on 'Preparing to Meet the Office of the Future'. The office provided ongoing support to, and participated in, Affirmative Action Council task forces.

A Resource Centre of information relating to the issues for the delivery of the Ontario Public Service Affirmative Action Program is maintained by the WCEO and is available to Ontario Government employees working on affirmative action projects.

Women Crown Employees Office staff participated in a variety of internal speaking engagements in order to increase understanding of the goals of the Affirmative Action Program. These included regular presentations to the Civil Service Commission's 'Program Executive' Management Course, and its staffing training sessions for personnel administrators and program managers. The staff also spoke at ministry management committee meetings and ministry affirmative action representatives' meetings.

Details of the activities of the Women Crown Employees Office will be found in the 1981/82 Annual Report on the Status of Women Crown Employees.

The program manager is a full-time position reporting to the deputy minister to promote equal employment opportunity in the ministry. The manager liaises closely with the Personnel Branch and the Women Crown Employees' Office.

She provides a resource to branch directors in implementing affirmative action and chairs a committee of branch representatives who act as a communications network to relay affirmative action information to ministry employees.

Legal Services Branch

1981/82 Activities

Paul Hess, QC
Director

The program manager assisted branch directors to fulfil their branch affirmative action commitments. She reported regularly to the deputy minister and prepared semi-annual statistical reports on the status of female employees in the ministry. She made presentations to the branch managers and to some regional offices on the progress of the program. She conducted career counselling interviews and maintained an inventory of all female employees in order to monitor hirings and promotions.

Three five-day workshops, 'The Nuts and Bolts of Managing in Government,' were presented to the ministry's women. These workshops gave them an overview of government management processes, such as Management by Results, Financial Management and Human Resources Management. A publication was produced based on the information presented in the workshop.

Seven two-day workshops, 'Preparing to Meet the Office of the Future' were presented to give women practical experience with micro-computers, an overview of their application in the office, and future career paths that may be created by the new technology.

Five booklets were prepared describing administrative, field officer, professional, specialist and technical careers in the Ministry of Labour.

The program manager participated in the corporate Research on Job Opportunities Task Force which produced a publication *Factors Impacting on Future Ontario Public Service Employment*.

Legal Services Branch:

- drafts legislation as requested and gives advice thereon and presents it to legislative counsel;
- gives legal advice to the Ministry of Labour on problems pertaining to the interpretation and application of acts and regulations:
- consults with the branches of the ministry on investigations into alleged breaches of the acts and regulations and considers the sufficiency of the evidence and conducts prosecutions;
- acts as counsel to the ministry in inquiries and hearings held by or for the ministry under the acts and, upon judicial review of any decision, acts as counsel in the courts;
- answers inquiries from the public regarding the application and scope of acts and regulations;
- attends inquests into fatalities occurring at workplaces, where required;
- generally, provides legal services as requested or required.

Legal Services has a complement of a director, four lawyers seconded from the Ministry of the Attorney General and support staff consisting of one investigator and four secretaries. All personnel are located in Toronto.

Members of Legal Services Branch appeared as counsel for the ministry in approximately 206 applications for review of orders to pay made or hearings under the Employment Standards Act.

During the fiscal year, members of the branch appeared in 168 cases involving prosecutions under the Occupational Health and Safety Act and 13 trials involving prosecutions under the Employment Standards Act.

Plant Closure Review and Employment Adjustment Branch

Rex G. Porter
Director

1981/82 Activities

Robert D. Joyce was appointed as the Special Advisor to the minister on employment adjustment problems in October 1980. The Plant Closure Review and Employment Adjustment Branch was formed in November 1980 to support the government's initiatives on layoffs and plant closures. The branch also includes the function of the Employment Adjustment Service.

Activities of the plant closure review initiative are:

- to become aware of any announced or impending plant closure or major reduction of operation as soon as possible;
- to make contact with companies considering closure, and also with the employee representatives or unions, as required;
- to obtain information about the closures and advise the government on the possibility of maintaining the operation;
- where the closure is unavoidable, to attempt to resolve any disagreements concerning termination rights and benefits and recommend the services of the ministry's mediation services, as required;
- to co-ordinate the involvement of the Ministries of: Colleges and Universities, Intergovernmental Affairs, Industry and Trade, and Community and Social Services on a particular closure situation. This ensures that available Ontario government programs are focused effectively on the needs of those affected by the closure.

A program involving both group and individual employee counselling sessions is now available in large closures (involving 50 or more employees). The program is funded by the Ministry of Labour, delivered by local community colleges and co-ordinated through the Ministry of Colleges and Universities.

Ongoing activities of the Employment Adjustment Service include:

- monitoring layoffs and terminations in situations where 25 or more employees are involved;
- exchanging information and maintaining contact with other provincial and federal government agencies;
- advising employees and employers of the requirements of the termination legislation;
- assessing the need for, and participation in, the establishment of adjustment committees both in the formal sense and on an *ad hoc* basis.

The branch works closely with the Canada Manpower Consultative Service of the Canada Employment and Immigration Commission. The Ministry of Labour is a financial contributor to manpower assessment and incentive agreements which support manpower adjustment committees in layoff situations (see following table summarizing the statistics concerning the terminations and the use of these committees). The committees consist of employee and management representatives and an independent chairman. Their role is to assist employees affected by large scale terminations to become re-employed.

The branch currently has four full-time staff and uses the services of specialists in labour relations, as required, on a contract basis.

Statistics on Terminations

	1980/81	1981/82
Termination cases involving 25 or more employees		
Cases: Full closures	68	93
Partial closures	21	23
Reduced operations	91	132
Totals	180	248
Employee: Full closures	7,450	7,655
Partial closures	1,865	1,908
Reduced operations	16,554	16,731
Totals	25,869	26,294
Manpower Adjustment Committees		
Committees established	55	79
Employees terminated	9,471	8,708
Financial commitment	$69,750	$86,850
Counselling Programs		
Pilot Programs 1980/81:		
2 programs – in closures affecting 450 employees		
Programs underway in 1981/82:		
6 programs – in closures affecting 2,000 employees		

Ontario Labour Relations Board

G. W. Adams
Chairman

D. K. Aynsley
Registrar and Chief Administrative Officer

The Ontario Labour Relations Board is a quasi-judicial tribunal responsible for the administration of the Labour Relations Act. Under this Act, the board:

- certifies trade unions as collective bargaining agents for employees;
- investigates and hears complaints of contraventions of the Act and grants remedial orders where the Act has been contravened;
- issues directions and declarations where unlawful strikes and lock-outs have occurred;
- settles jurisdictional disputes arising out of the assignment of work;
- accredits employers' organizations and employer bargaining agencies in the construction industry;
- certifies employee bargaining agencies in the construction industry;
- arbitrates disputes relating to the interpretation of construction industry collective agreements;
- terminates bargaining rights, and
- grants leave to prosecute.

Composition

The board is composed of a chairman, 13 vice-chairmen (one, the alternate chairman), 16 employer representatives and 16 employee representatives. All are appointed by the Lieutenant-Governor in Council. Under the Act,* the board may sit in two or more divisions, provided a quorum is present in each division. Two divisions have been designated to handle most certification and termination applications and disputes relating to work jurisdiction in the construction industry. The powers of the board in respect of certain matters may also be exercised by the chairman, the alternate chairman or a vice-chairman sitting alone.

It is common for six and, with increasing frequency, seven or eight divisions to be sitting simultaneously, sometimes in different parts of the province. While most cases are heard in Toronto, complaints involving discrimination in employment or cases involving a substantial number of witnesses are generally heard at or near the municipality in which the employer is located.

Board Reports

The board publishes a monthly report in two sections. The first section contains the full text of significant board decisions and an index of summaries on the subject matter of these decisions. The second section lists the cases disposed of by the board during the report month by type of case and method of disposition and describes the bargaining units determined in certification cases.

Caseload

During the fiscal year, the board received a total of 2,749 applications and complaints, a decrease of 87 cases (three per cent) below the intake of 2,836 cases in 1980/81. Most of the decrease, 65 cases, occurred in filings of complaints of contravention of the Act and referrals of grievances under construction industry collective agreements. In addition, 449 cases were carried over from the previous year, making a total caseload of 3,198 in 1981/82. Of this total, 2,608 (82 per cent) were disposed of, the same proportion of caseload disposed of in 1980/81. Of the remaining cases, proceedings in 163 were adjourned *sine die** (without a fixed date for further action) at the request of the parties and 427 were pending in various stages of processing at March 31, 1982.

* The Act refers to the Labour Relations Act throughout text.

* The board regards *sine die* cases as disposed of although they are kept on docket for one year.

The total number of cases processed during the year produced an average workload of 355 cases for the board's full-time chairman and vice-chairman and the total dispositions represented an average output of 290 cases.

Labour Relations Officer Activity

In 1981/82, labour relations officers were assigned a total of 1,552 cases to assist the parties involved. The number comprised 49 per cent of the board's total caseload, and included 314 certification applications, 57 cases relating to the status of employees, 607 complaints of contravention of the Act, 544 grievances under construction industry collective agreements, and 30 complaints under the Occupational Health and Safety Act. Officer activity was completed in 1,260 cases, with settlements reached in 1,971 cases (85 per cent), with adjournments *sine die* in 102 cases, and with activity continuing in the remaining 190 cases at the end of the year.

In addition, labour relations officers were successful in having the parties waive the hearing in 211 (79 per cent) of 267 certification applications assigned, and in settling disputes on the bargaining unit in another 197 cases (68 per cent) of 288 cases assigned at the hearing.

In 1981/82, the officers achieved an overall settlement rate of 79 per cent of the total 1,237 cases involved. By type of case the settlement rate was 82 per cent for construction industry grievances, 79 per cent for complaints of contravention of the Act, 70 per cent for employee status cases, and 63 per cent for complaints under the Occupational Health and Safety Act.

Representation Votes

Returning officers conducted and counted the results of 236 votes held among employees in one or more bargaining units in 222 cases which were either disposed of during the year or in which a final decision closing the case had not been issued by the board by March 31, 1982. Of the total votes, 193 involved certification applications, 42 were held in termination of bargaining rights cases, and one in a successor employer case. A total of 15,808 employees were eligible to participate in the 236 votes and 13,463 (85 per cent) of them cast their ballots. Of the 13,463 employees who voted, 49 per cent cast ballots in favour of the applicant unions.

Seventy-nine per cent, or 152 of the votes held in the certification applications involved a single union, 38 involved two unions and two involved three unions. All, except three of the votes involving more than one union, entailed attempts to replace an incumbent bargaining agent. The three exceptions involved two unions seeking to represent the same employees in collective bargaining for the first time.

Hearings

The board held a total of 1,270 hearings and continuation of hearings in 1,801 of the 3,198 cases processed during the fiscal year, a decrease of 650 sittings from the number held in 1980/81. One hundred and three of the hearings were conducted by vice-chairmen sitting alone, compared to 113 hearings in 1980/81.

Details of the activities of the board and the staff will be found in the board's 1981/82 annual report.

Ontario Human Rights Commission

Borden C. Purcell
Chairman

George A. Brown
Executive Director

The Ontario Human Rights Commission, established in 1962, administers the Ontario Human Rights Code, which prohibits discrimination in the display of signs and notices, services, goods and facilities, accommodation, employment, contracts, membership in vocational associations and trade unions, and reprisal actions, on the grounds of race, colour, ancestry, place of origin, ethnic origin, citizenship, creed, sex, handicap, age (18-65 years in employment; 18 years and over in all other areas), marital status, family status, receipt of public assistance (in accommodation only), and record of offences (in employment only). Harassment because of any ground is also prohibited, as are sexual solicitations and advances.

The commission is composed of a chairman, vice-chairman, race relations commissioner and seven members who are appointed by the Lieutenant-Governor in Council. They meet regularly to decide on appointments or non-appointments of boards of inquiry, review settlement proposals, review requests for exemptions and special employment programs under the Human Rights Code and to formulate policy. A quorum of three commissioners meets weekly to review the settlements of all cases prior to closing.

If a complaint cannot be resolved through conciliatory efforts to the satisfaction of all parties, the commission will request the Minister of Labour to appoint a board of inquiry or dismiss the complaint. The board of inquiry is a quasi-judicial hearing empowered by the Human Rights Code to render a decision with respect to a complaint. In the last fiscal year, 43 such boards were appointed and 42 hearings completed.

The commission also performs human rights and public education activities among business and industry, media, unions, government, educational institutions, law enforcement and criminal justice agencies, and social and health institutions. The office of the chairman consists of two professional and two secretarial staff.

Under the Code, the commission conducts the following programs:

Conciliation and Compliance through the investigation and resolution of complaints filed under the provisions of the Code.

Race Relations through the mediation of complaints which fall beyond the strict provisions of the Code, involving tensions and conflicts among racial, ethnic and religious groups. It also undertakes preventive activities, including consultative services to employers, community groups and minority organizations.

Public Education and Research activities are designed to reduce and eliminate prejudice and negative stereotypes against racial, ethnic, religious, age and sex groups.

During the year, the Conciliation and Compliance unit registered 695 formal complaints and resolved 1,000 cases; 308 informal complaints were handled and 28,501 referrals and inquiries were dealt with.

The Race Relations Division carried out 246 mediations and projects and 297 consultations during the year.

Thirty-seven educational activities and 1,848 public relations and informational activities were carried out under the Public Relations Program.

The commission has 13 district offices, located in Hamilton, Kenora, Kitchener, Kingston, London, Ottawa, Sault Ste. Marie, Sudbury, Thunder Bay, Windsor, Timmins, St. Catharines and Toronto.

The commission consists of 61 professional and 18 secretarial staff.

Details of the activities of the office of the chairman and the staff will be found in the commission's 1981/82 annual report.

Advisory Council on Occupational Health and Occupational Safety

Dr. J.F. Mustard
Chairman

Dr. Alan Wolfson
Vice-Chairman

The Advisory Council on Occupational Health and Occupational Safety consists of 20 members – a chairman, a vice-chairman, six members representing management, six representing labour and six representing the public.

Under section 10 of the Occupational Health and Safety Act, the functions and powers of the advisory council are:

- to make recommendations to the Minister of Labour relating to programs of the ministry in occupational health and occupational safety and
- to advise the minister on matters relating to occupational health and occupational safety which may be brought to its attention or be referred to it.

During the year, the advisory council submitted four advisory memoranda to the minister with a total of 14 recommendations. The advisory memoranda are:

- A Review by the Advisory Council of the Process Used to Develop a Standard for Lead and Council's Evaluation of the Criteria Utilized to Assess the Hazards of Lead Exposure in the Workplace.
- Prevention in Occupational Health and Safety through the Workmen's Compensation Board and its Accident Prevention Associations.
- A Review by the Advisory Council of the Process Used to Develop a Standard for Mercury and Council's Evaluation of the Criteria Utilized to Assess the Hazard of Mercury Exposure in the Workplace.
- Financial Incentives in the Occupational Health Field.

The Special Advisory Committee on Carcinogens submitted its report to council this year. This document will be used by council in the coming year in its preparation of a Discussion Paper on The Control of Workplace Carcinogens prior to submitting a report to the minister.

The second of a planned series of public meetings was held in Kitchener at the end of November 1981. These meetings are designed to give council an opportunity to discuss the application of the Occupational Health and Safety Act with representatives of labour and management.

The Report of the Special Advisory Committee on Carcinogens and details of the advisory memoranda and recommendations along with the minister's replies, will be found in the advisory council's fourth annual report.

The council secretariat consists of an executive secretary, an executive assistant to the chairman, three research officers, a committee officer and two secretarial staff.

Ontario Manpower Commission

Donald Pollock*
Chairman

The Ontario Manpower Commission was established in 1979 with the mandate to oversee all manpower programs of the Ontario government and to make operational and policy decisions subject to the concurrence of the cabinet.

Reporting through the Cabinet Committee on Manpower, chaired by the Minister of Labour, the Ontario Manpower Commission develops short and long-term manpower strategies based on projected requirements of the economy and needs of the work force. Programs within the commission's mandate include those relating to labour market information, human resources planning, job creation and training. In conjunction with individual ministries, the commission develops evaluation methods to monitor the effectiveness of program delivery. The commission also undertakes specific studies of selected occupational areas and industrial sectors.

In addition, the commission is responsible for co-ordinating the development of specific employment strategies for women, the disabled, youth and native peoples. It also serves to monitor the effectiveness of regional federal manpower programs.

The commission consists of a full-time chairman/commissioner, four part-time commissioners and 31 complement positions.

During 1981/82, the commission put into operation the Youth Employment Envelope approved by cabinet and assumed the lead role for youth employment policy in Ontario. A number of major studies were undertaken relating to other areas in the commission's mandate and the commission was heavily involved in federal-provincial negotiations concerning job creation and training.

Several publications were produced by the commission, including:

- *Professional and Technical Manpower Requirements and Supplies in the Microelectronics Industry in Ontario: 1981-85*
- Labour Market Outlook for Ontario, 1981-1986
- *Human Resources Planning Manual and Guide*
- *Employment and the Physically Handicapped in Ontario*

Joint Consultative Committee to the Workmen's Compensation Board

The Joint Consultative Committee was established by Order-in-Council in 1976, pursuant to Section 71(3) (h) of the Workmen's Compensation Act, RSO 1980.

During 1981, the committee reviewed and discussed a number of issues concerning the administration of the board and benefits provided by the Act itself, such as:

- Chapter 2 (Structure of Benefits) and Chapter 4 (Structure of Decision Making) of Professor Weiler's Report *Reshaping Workers' Compensation for Ontario:*
- Government of Ontario *White Paper on the Workers' Compensation Act;*
- Mr. Justice Krever's recommendations in Chapter 32 (The Workmen's Compensation Board) of his report *Confidentiality of Health Information;*
- Various publications of the Workmen's Compensation Board, with particular regard to the reporting of statistical information;
- Regionalization of the board's operations.

During 1981, the committee held 9 formal agenda meetings. Its October meeting was held in Sudbury, and included a tour of the board's Regional Office there.

* Donald Pollock retired as chairman on September 5, 1981 and Dr. Alan Wolfson was appointed chairman on September 8, 1981.